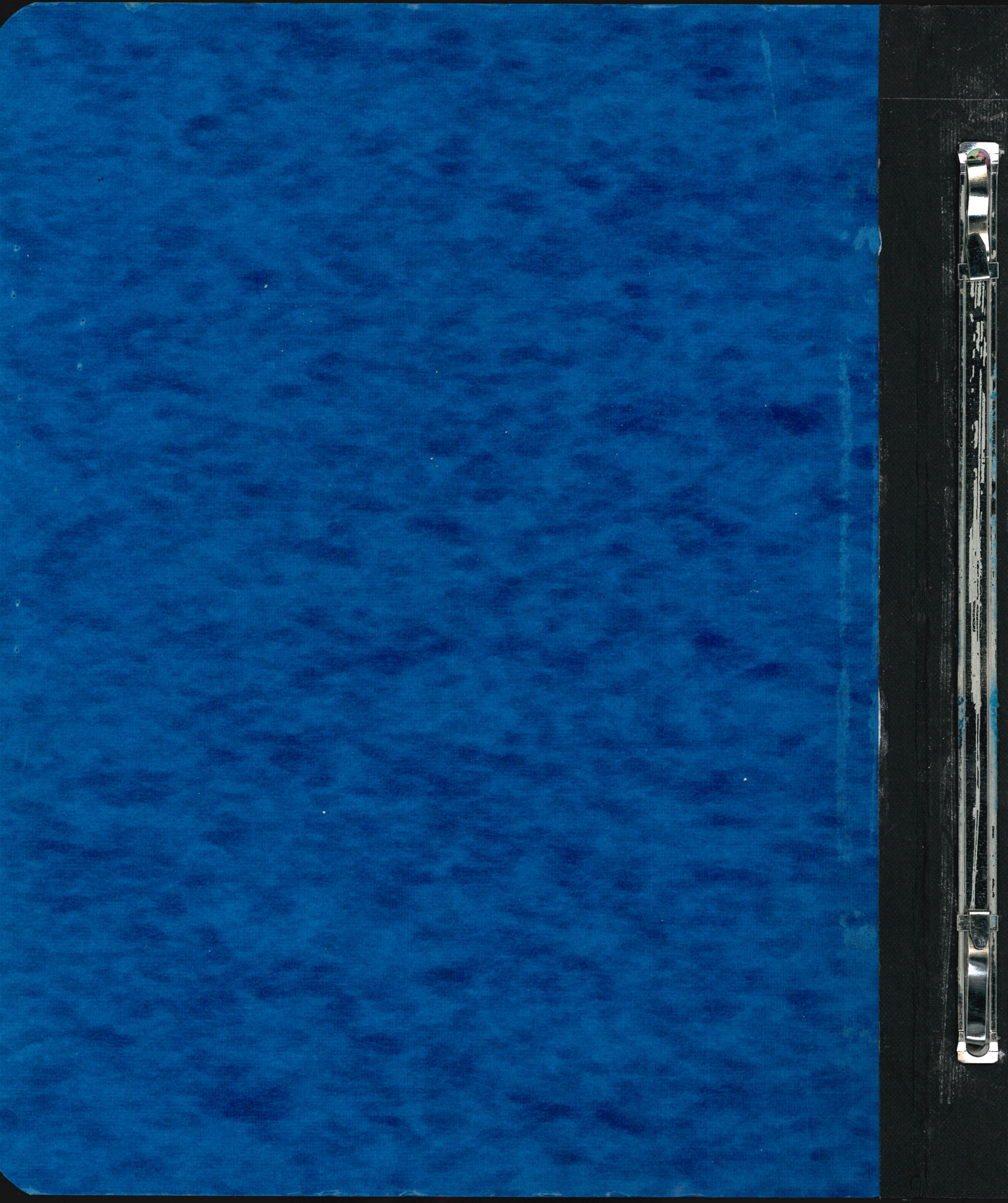


JASPER COUNTY PUBLIC LIBRARY
BOARD MINUTES - 1997





JASPER COUNTY PUBLIC LIBRARY

☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
P.O. Box 247
Wheatfield, Indiana 46392-0247
219 • 956-3774
Fax 219 • 956-4808

1997 Board Members

Phone

Term Expires

Appointed By

President:

Mary Linda Casey

[REDACTED]

May 9, 1998

Rensselaer Central
School Board

Vice-President:

Wilbur D. Doty

[REDACTED]

August 2, 1999

Pres.-KV & West
Central School Boards

Secretary:

Mary S. Duggleby

[REDACTED]

December 31, 1999

County Commissioners

Treasurer:

Robert Souza

[REDACTED]

December 31, 1997

County Council

Anne-Marie Egan

[REDACTED]

May 9, 2001

Rensselaer Central
School Board

Barbara Leestma

[REDACTED]

December 31, 1998

Co. Commissioners

Patrick O'Rourke

[REDACTED]

June 30, 2000

County Council



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Barbara Leestma

December 31, 1998

Co. Commissioners

Patrick O'Rourke

June 30, 2000

County Council

Board Meeting Dates

1997

Meetings are held at 7:00 P.M. at the Rensselaer Library
unless otherwise noted

Tuesday, January 21 (third Tuesday)

Tuesday, February 11

Tuesday, , March 11

Tuesday, April 8

Monday, May 12 (at DeMotte)

Monday, June 9

Monday, July 7

Monday, August 11

Monday, August 25 (Special Budget meeting)

Monday, September 8 (at Wheatfield)

Monday, October 13

Tuesday, November 11

Tuesday, December 16 (third Tuesday)

Revised 4/97

Holiday Schedule 1997

The Libraries will be closed on the following days:

New Year's Day: Wednesday, January 1
Memorial Day: Monday, May 26
Independence Day: Friday, July 4
Labor Day: Monday, September 1
Thanksgiving: Thursday, November 27
Christmas Eve: Wednesday, December 24
Christmas Day: Thursday, December 25
New Year's Eve: Wednesday, December 31

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Four employees will receive a paid holiday in the month of the anniversary of their employment at JCPL.

JASPER COUNTY PUBLIC LIBRARY

EMPLOYEE NAME & ADDRESS LIST

<u>Employee Name</u>	<u>Job Title</u>	<u>Address</u>	<u>City, State, Zip</u>	<u>Telephone</u>
BEEDLE, Marlene	Library Asst. I - D			
BROWN, Glenda	Ref. Library Specialist I-R			
CARR, Renee	Library Asst. 2- D			
COLVIN, Valerie	Page - R			
COPLEY, Justin	Clerk - R			
DAUGHERTY, Lynn	Library Director			
FAGEN, Charlotte	Children's Specialist 2 - D			
FILSON, Stephanie	T.S. Library Assistant 2			
HEEKE, Michelle	Agency Librarian 2 - R			
HESTERMAN, Sandi	Lib. Asst 1 - W			
HONN, Julia	Page - R			
HOWARD, Rose	Janitor - D & W			
JUNG, Gail	Bus. Manager/Adm. Asst-R			
KALUF, Amber	Page - D			
KINGMAN, Erin	Page - R			
KOOY, Diana	Agency Librarian 1 - W			
KOPANDA, Joan	Library Assistant 2 - D			
KROS, Diane	Library Specialist 2- W			
LEWIS, Sharon	Clerk - R			
MAYNELL, Sheila	Systems Administrator - R			
MAZUR, Kris	Library Assistant 1 -R			
McKee, Sarah	T.S. Librarian - R			
OPOLSKI, Diane	Library Assistant 1-W			
REAGAN, Jackie	Librarian 1- R			
RUSHER, Lisa	Lib. Asst 2/Asst.Bookkeeper -			
SALYERS, Cathy	Temp. T.S. Librarian			
SCHULENBERG, Sharon	Spec.Services Librarian-R			
SHIDE, Becky	Clerk - R			
STANDISH, Jack	Janitor/Maintenance - R			
STRINGFELLOW, Patty	Library Asst. 2- R			
TACHTIRIS, Jill	Ref. Library Specialist I - D			
THOMAS, Brenda	Page - W			
THOMPSON, Linda	Clerk - W			
VAN KLEY, April	Page - D			
VIS, Ginger	Janitor-W/D; Page-D			
WAKELAND, Susan	Page - R			
WEBSTER, Rachael	Clerk - D			
WHITED, Amber	Library Assistant I - R			
WOODS, Margaret	T.S. Library Specialist 1			
YORK, Leanne	Agency Librarian 2- D			

1997 Budget

1 PERSONAL SERVICES

1.1 Salaries and wages

1.11	Salary of librarian	\$41,912
1.12	Salary of Assistants	\$468,417
1.13	Wages of Janitor	\$33,591

1.2 Employee benefits

1.21	Employer: FICA	\$41,611
1.22	Unemployment Comp	\$3,104
1.23	Employer: PERF	\$24,150
1.24	Employer: Group Insur.	\$16,200

1.3 Other personal services

1.31	Other personal services	\$1,000
------	-------------------------	---------

Total Personal Services \$629,985

2 SUPPLIES

2.1 Office supplies

2.11	Official records	\$1,000
2.12	Stationery/printing	\$700
2.13	Other office supplies	\$5,200

2.2 Operating supplies

2.21	Cleaning/sanitation	\$4,000
2.22	Fuel/oil/lubricants	\$20
2.23	Other operating supplies	\$4,200

2.3 Repair/maintenance supplies

2.31	Building materials	\$700
2.32	Painting supplies	\$200
2.33	Repair parts	\$500

2.4 Other supplies

2.41	Library supplies	\$4,500
2.42	Automation supplies	\$4,300

Total Supplies \$25,320

3 OTHER SERVICES/CHARGES

3.1 Professional services

3.11	Consulting services	\$0
3.12	Engineer/Arch Services	\$0
3.13	Legal services	\$1,250
3.14	Other profess. services	\$9,400

3.2	Communication/Transportation	
3.21	Telephone	\$12,000
3.22	Postage	\$6,650
3.23	Traveling expenses	\$4,500
3.24	Professional mtgs	\$6,200
3.25	Freight/Express	\$50
3.26	Network expenses	\$17,621
3.3	Printing/Advertising	
3.31	Adv/Public. of notices	\$900
3.32	Printing (not off. supply)	\$150
3.4	Insurance	
3.41	Official bonds	\$250
3.42	Other insurance	\$18,000
3.5	Utility services	
3.51	Gas	\$27,000
3.52	Electricity	\$51,000
3.53	Water	\$1,000
3.54	Waste disposal service	\$2,500
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	\$34,000
3.62	Equipment	\$4,000
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	\$225
3.91	Dues	\$2,100
3.92	Interest on loans	\$0
3.93	Taxes/Assessments	
3.94	Transfer to LIRF	\$55,000
3.95	Service contracts	\$9,400
3.96	Petty cash	\$120
3.97	Interview/moving expense	\$0
3.98	Maintenance contracts	\$30,000
	Total Other Services/Charges	\$293,316
4	CAPITAL OUTLAYS	
4.1	Land	
4.2	Buildings	
4.3	Improvements	
4.4	Furniture/equipment	\$42,000
4.5	Other capital outlays	
4.51	Books	\$137,000
4.52	Periodicals,newspapers	\$40,000
4.53	Nonprint materials	\$30,000
	Total Capital Outlays	\$249,000
	FUND TOTAL	\$1,197,621

JAN.

AGENDA

Jasper County Public Library Board of Trustees
Tuesday, January 21, 7:00 PM
Rensselaer

Board of Finance Meeting

1. Election of officers
2. Designation of newspapers in which legal notices will be published
3. Past year investment report (F2.1)
4. Repurchase agreement report (R 27)
5. Approval of annual accounting practices (R17, R 27)

Monthly Meeting

	<u>Purpose</u>
<u>Opening of meeting</u>	
A. Moment of silence	
B. Approval of agenda format	Action
<u>Approval of Consent Agenda Items</u>	Action
A. Minutes (R 1)	
B. Bills/Financial Reports (F)	
C. 1997 salary ordinance (R 7-8)	
D. Library Policies (R 23-R 26)	
<u>General Business</u>	
A. Internet Policy (R 11 - R 16)	Discussion
B. Circulating CD ROM Policy (R 19)	Action
C. Committee Appointments(R 28)	Information
<u>Director's Report</u> (R 27-R28)	Discussion
<u>Items for future Agendas</u>	
<u>Public Forum</u>	
<u>Adjournment</u>	

Board of Finance Meeting January 20, 1997

Memorandum

I neglected to put the Board of Finance meeting on the original agenda. A meeting of this board in January is required by state law.

Election of officers: The board has always voted to elect the Library Board officers to hold the same positions on the Board of Finance

Designation of newspapers: The Library has always published legal notices in the Rensselaer Republican and the Kankakee Valley Post-News. This meets legal requirements. A vote to this effect is needed.

Past year investment report: This report is a part of the materials you received in your packet (F2.1). The Board should vote to officially accept this report.

Repurchase agreement report: This report will be given by the Bank One representatives. It was on the original agenda. (see R 27)

Approval of annual accounting practices. A vote on this is necessary. This item was on the original agenda. Information is on R 17, R 27.

Minutes.....December 19, 1996
Meeting of the Jasper County Public Library Board of Trustees
Rensselaer Library 7:15 PM

Present: Anne-Marie Egan, Patrick O'Rourke, Mary Duggleby, Wil Doty, Mary Linda Casey, Lynn Daugherty.

The agenda format was approved by the board on a motion by Mary Linda Casey, seconded by Wil Doty.

Consent Agenda items, which include minutes, bills and financial reports, 1997 salary ordinance, fund transfers, transfer to LIRF and encumbrances, were approved on a motion by Will Doty, seconded by Pat O'Rourke.

The Board approved the staff's proposal to hold a *Food For Fines/Books* week in the month of February or March. They suggested that a limit of 10 or 15 be put on the number of food items necessary to completely pay off a fine or necessary to eliminate fines on returned long-overdue books.

The Board requested that a bank official make a presentation at the January board meeting, explaining the concept of *repurchase agreements*. They further asked the director to schedule *Internet sessions* before the next board meeting, for board members who are not familiar with the Internet and its possibilities - both positive and negative. They requested that staff representatives be present at the January board meeting to provide input as they discuss the Internet Acceptable Use Policy which they plan to approve by the February meeting.

The Board voted to apply for Phase 3 of the *Technology Grant*, on a motion by Wil Doty, seconded by Mary Duggleby.

Election of Officers: On a motion by Wil Doty, seconded by Pat O'Rourke, the following officers were elected: Mary Linda Casey, President; Wil Doty, Vice President; Mary Duggleby, Secretary; Bob Souza, Treasurer. It was decided to change the Board by-laws to make the vice-president the assistant treasurer, on a motion by Wil Doty, seconded by Mary Linda Casey. Previously, the president had been the assistant treasurer.

Heating Problem: Lynn Daugherty explained the terms offered by Siebe Environmental Controls and Precision Controls to rectify the problem of defective actuators at the libraries. The Board asked Lynn to write a letter accepting the offer to replace all remaining actuators from the defective lot, but requesting reimbursement for expenses incurred previously when defective actuators were replaced.

It was noted that the *board meeting* in January will be on the *third* Tuesday and board meetings February to April will be on the second Tuesday. Most board members felt that

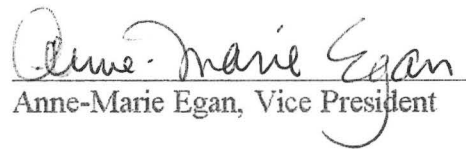
the second Tuesday might be more convenient for all board meetings than the second Monday. In March, they will discuss whether to change the board meeting dates for the remainder of the year. They also were in agreement to change the date of the July meeting if necessary to accommodate the director's schedule.

Building maintenance: The director was asked to inquire whether the pitted concrete in front of the Rensselaer Library could be sealed or whether it should be replaced.

The meeting adjourned at 8:45 PM following a motion by Mary Duggleby, seconded by Mary Linda Casey.



Attest: Pat O'Rourke, Board Member



Anne-Marie Egan, Vice President

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

DEMOTTE
December 1996

HOURS
SPENT

REGISTRATIONS

Borrowers--Beginning of month:	6623
Borrowers--End of month:	6674
Non-resident, paying	28
PLAC card users	2
Reciprocal borrowers	169

XX

INTRALIBRARY LOANS FILLED	121	26.2
---------------------------	-----	------

LOCAL HISTORY

In person	5	1.4
Letters written		0.0

IN-HOUSE USE - HARDWARE/SOFTWARE

Computer agreements	9	0.8
Computer software used	9	0.8
VCR Use		0.0
Microforms		0.0
CD ROM software used	67	5.6
Public use of FAX service	7	1.2
Typewriter use	6	0.3
Other equipment used		0.0

OTHER LIBRARY SERVICES USED

Walking book visits	8	5.3
Notarized documents	2	0.5
Meeting Room Use (number of groups)	42	14.0
Study room use	10	0.8
Ref book/vf copies made	23	1.9

XX

INTERLIBRARY LOANS

Requests made for:	17	4.3
Items rec'd for:	29	14.5
Items from Indiana libraries	20	

Items requested by other libraries		
Items supplied to other libraries		0.0
Info requests answr'd for other libraries		
Info sent to other libraries		

TOTAL HOURS SPENT		77.5
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JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

RENSSELAER
December 1996

HOURS
SPENT

REGISTRATIONS

Borrowers--Beginning of month:	6838
Borrowers--End of month:	6902
Non-resident, paying	38
PLAC card users	3
Reciprocal borrowers	96

XX

INTRALIBRARY LOANS FILLED	97	21.0
---------------------------	----	------

LOCAL HISTORY

In person	8	2.3
Letters written		0.0

IN-HOUSE USE - HARDWARE/SOFTWARE

Computer agreements	92	7.7
Computer software used	73	6.1
VCR Use	3	0.4
Microforms	41	8.8
CD ROM software used	87	7.3
Public use of FAX service	20	3.3
Typewriter use	4	0.2
Other equipment used		0.0

OTHER LIBRARY SERVICES USED

Walking book visits	1	0.7
Notarized documents		0.0
Meeting Room Use (number of groups)	33	11.0
Study room use	22	1.8
Ref book/vf copies made	25	2.1

XX

INTERLIBRARY LOANS

Requests made for:	22	5.5
Items rec'd for:	25	12.5
Items from Indiana libraries	19	

Items requested by other libraries		
Items supplied to other libraries		0.0
Info requests answr'd for other libraries		
Info sent to other libraries		

TOTAL HOURS SPENT		87.3
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JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

WHEATFIELD
December 1996

HOURS
SPENT

REGISTRATIONS

Borrowers--Beginning of month:	2772
Borrowers--End of month:	2790
Non-resident, paying	0
PLAC card users	0
Reciprocal borrowers	11

XX

INTRALIBRARY LOANS FILLED	151	32.7
---------------------------	-----	------

LOCAL HISTORY

In person	0.0
Letters written	0.0

IN-HOUSE USE - HARDWARE/SOFTWARE

Computer agreements	21	1.8
Computer software used	26	2.2
VCR Use		0.0
Microforms		0.0
CD ROM software used	50	4.2
Public use of FAX service	13	2.2
Typewriter use	3	0.2
Other equipment used	1	0.3

OTHER LIBRARY SERVICES USED

Walking book visits		0.0
Notarized documents	1	0.3
Meeting Room Use (number of groups)	23	7.7
Study room use	1	0.1
Ref book/vf copies made		0.0

XX

INTERLIBRARY LOANS

Requests made for:	2	0.5
Items rec'd for:	8	4.0
Items from Indiana libraries	5	

Items requested by other libraries		
Items supplied to other libraries		0.0
Info requests answr'd for other libraries		
Info sent to other libraries		

TOTAL HOURS SPENT		56.0
-------------------	--	------

CIRCULATION STATISTICS

	DEMOTTE					RENSSELAER					WHEATFIELD					SYSTEM		
	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	TOTAL: CIRCULA- TION		
	V	T	V	T		V	T	V	T		V	T	V	T				
	O	I	O	I		O	I	O	I		O	I	O	I				
	L	T	L	T		L	T	L	T		L	T	L	T				
	U	L	U	L		U	L	U	L		U	L	U	L				
	M	E	M	E		M	E	M	E		M	E	M	E				
	E	S	E	S		E	S	E	S		E	S	E	S				
December 1996			S			S		S			S		S					
XX																		
ADULT BOOKS																		
Fiction	52	40	1	0	1632	82	72	2	2	1861	33	21	14	7	733	4226		
Nonfiction	123	97	13	5	1215	43	20	3	1	1265	39	22	34	3	517	2997		
CHILDREN'S BKS																		
Fiction	25	10	3	1	1338	17	12	4	3	1260	11	8	4	0	450	3048		
Nonfiction	16	15	0	0	427	9	9	0	0	552	2	1	0	0	253	1232		
MAGAZINES, ADT																		
					822						462						181	1465
MAGAZINES, CH					108						24						23	155
GRAPHIC MAT'L																		
					2	0	0	0	0	7	0	0	0	0			9	
MICROFORMS																		
																	0	
SOUND RE/ADUL	1	1	1	1	304	1	1	1	1	473	0	0	0	0	218	995		
SOUND REC., CH	0	0	0	0	18	0	0	4	4	64	0	0	0	0	25	107		
CD ROM SOFTWF	0	0	0	0		0	0	0	0		0	0	0	0		0		
SOFTWARE								1	1								0	
VERTICAL FILE						59	79	79		63						5	127	
VHS	3	2	0	0	500	13	11	1	1	769	10	10	0	0	515	1784		
EQUIPMENT										4							4	
TOTAL	220	165	18	7	6425	244	204	16	13	6804	95	62	52	10	2920	16149		
XX																		
PERCENT INCREASE/DECREASE					-1.3%					-11.1%					4.4%			
END OF MONTH:					DEMOTTE					RENSSELAER					WHEATFIELD			
Total Materials Owned					36725					49055					25794			
Total Titles Owned					34046					45151					23654			
Daily Avg Circulation					279					296					127			
XX																		
MONTHLY SYSTEM STATISTICS					1995					1996					% change			
Circulation					16962					16149					-5%			
Jan. to date circulation					251391					261764					4%			

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
December 1996

	DEMOTTER	RENSSELAER	WHEATFIELD	TOTAL	HOURS SPENT
REGISTRATIONS					
Borrowers--Beginning of month:	6623	6838	2772	16233	
Borrowers--End of month:	6674	6902	2790	16366	
Non-resident, paying	28	38	0	66	
PLAC card users	2	3	0	5	
Reciprocal borrowers	169	96	11	276	
XX					
INTRALIBRARY LOANS FILLED	121	97	151	369	80.0
LOCAL HISTORY					
In person	5	8		13	3.7
Letters written				0	0.0
IN-HOUSE USE - HARDWARE/SOFTWARE					
Computer agreements	9	92	21	122	10.2
Computer software used	9	73	26	108	9.0
VCR Use		3		3	0.4
Microforms		41		41	5.5
CD ROM software used	67	87	50	204	17.0
Public use of FAX service	7	20	13	40	6.7
Typewriter use	6	4	3	13	0.7
Other equipment used			1	1	0.3
OTHER LIBRARY SERVICES USED					
Walking book visits	8	1		9	6.0
Notarized documents	2		1	3	0.8
Meeting Room Use (number of groups)	42	33	23	98	32.7
Study room use	10	22	1	33	2.8
Ref book/vf copies made	23	25		48	4.0
XX					
INTERLIBRARY LOANS					
Requests made for:	17	22	2	41	10.3
Items rec'd for:	29	25	8	62	31.0
Items from Indiana libraries	20	19	5	44	
Items requested by other libraries				0	
Items supplied to other libraries				0	0.0
Info requests answr'd for other libraries				0	
Info sent to other libraries				0	
TOTAL HOURS SPENT					220.7

CIRCULATION BY PATRON CODE
December 1996

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	915	15.3%	897	13.9%	466	17.1%	2278	15.0%
Adult Female (1)	3315	55.3%	3263	50.4%	1499	55.0%	8077	53.2%
Juvenile 0-11 (2)	650	10.8%	1046	16.2%	347	12.7%	2043	13.5%
YA 12-17 (3)	338	5.6%	511	7.9%	140	5.1%	989	6.5%
Nonresident No Fee (4)	109	1.8%	187	2.9%	0	0.0%	296	1.9%
Board/Staff (5)	330	5.5%	354	5.5%	235	8.6%	919	6.1%
School (6)	0	0.0%	15	0.2%	0	0.0%	15	0.1%
St. Joseph College (7)	1	0.0%	42	0.6%	0	0.0%	43	0.3%
State Library Card (8)	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Nonresident Fee (9)	30	0.5%	72	1.1%	11	0.4%	113	0.7%
Corporate (10)	0	0.0%	32	0.5%	22	0.8%	54	0.4%
Reciprocal (11)	304	5.1%	48	0.7%	4	0.1%	356	2.3%
Total	5992		6469		2724		15185	
Total items borrowed by nonresidents	444	7.4%	366	5.7%	15	0.6%	825	5.4%

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
December 1996

	DEMOTTER	RENSSELAER	WHEATFIELD	TOTAL	HOURS SPENT
REGISTRATIONS					
Borrowers--Beginning of month:	6623	6838	2772	16233	
Borrowers--End of month:	6674	6902	2790	16366	
Non-resident, paying	28	38	0	66	
PLAC card users	2	3	0	5	
Reciprocal borrowers	169	96	11	276	
XX					
INTRALIBRARY LOANS FILLED	121	97	151	369	80.0
LOCAL HISTORY					
In person	5	8		13	3.7
Letters written				0	0.0
IN-HOUSE USE - HARDWARE/SOFTWARE					
Computer agreements	9	92	21	122	10.2
Computer software used	9	73	26	108	9.0
VCR Use		3		3	0.4
Microforms		41		41	5.5
CD ROM software used	67	87	50	204	17.0
Public use of FAX service	7	20	13	40	6.7
Typewriter use	6	4	3	13	0.7
Other equipment used			1	1	0.3
OTHER LIBRARY SERVICES USED					
Walking book visits	8	1		9	6.0
Notarized documents	2		1	3	0.8
Meeting Room Use (number of groups)	42	33	23	98	32.7
Study room use	10	22	1	33	2.8
Ref book/vf copies made	23	25		48	4.0
XX					
INTERLIBRARY LOANS					
Requests made for:	17	22	2	41	10.3
Items rec'd for:	29	25	8	62	31.0
Items from Indiana libraries	20	19	5	44	
Items requested by other libraries				0	
Items supplied to other libraries				0	0.0
Info requests answr'd for other libraries				0	
Info sent to other libraries				0	
TOTAL HOURS SPENT					220.7

CIRCULATION STATISTICS

	DEMOTTE					RENSSELAER					WHEATFIELD					SYSTEM		
	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	TOTAL: CIRCULA- TION		
	V O L U M E	T I T L E S	V O L U M E S	T I T L E S		V O L U M E S	T I T L E S	V O L U M E S	T I T L E S		V O L U M E S	T I T L E S	V O L U M E S	T I T L E S				
December 1996																		
XX																		
ADULT BOOKS																		
Fiction	52	40	1	0	1632	82	72	2	2	1861	33	21	14	7	733	4226		
Nonfiction	123	97	13	5	1215	43	20	3	1	1265	39	22	34	3	517	2997		
CHILDREN'S BKS																		
Fiction	25	10	3	1	1338	17	12	4	3	1260	11	8	4	0	450	3048		
Nonfiction	16	15	0	0	427	9	9	0	0	552	2	1	0	0	253	1232		
MAGAZINES, ADT					822						462						181	1465
MAGAZINES, CH					108						24						23	155
GRAPHIC MAT'L					2	0	0	0	0	7	0	0	0	0			9	
MICROFORMS																		
SOUND RE/ADUL	1	1	1	1	304	1	1	1	1	473	0	0	0	0	218	995		
SOUND REC., CH	0	0	0	0	18	0	0	4	4	64	0	0	0	0	25	107		
CD ROM SOFTWF	0	0	0	0		0	0	0	0		0	0	0	0		0		
SOFTWARE								1	1								0	
VERTICAL FILE					59	79	79				63					5	127	
VHS	3	2	0	0	500	13	11	1	1	769	10	10	0	0	515	1784		
EQUIPMENT										4							4	
TOTAL	220	165	18	7	6425	244	204	16	13	6804	95	62	52	10	2920	16149		
XX																		
PERCENT INCREASE/DECREASE					-1.3%					-11.1%					4.4%			
END OF MONTH:					DEMOTTE					RENSSELAER					WHEATFIELD			
Total Materials Owned					36725					49055					25794			
Total Titles Owned					34046					45151					23654			
Daily Avg Circulation					279					296					127			
XX																		
MONTHLY SYSTEM STATISTICS					1995					1996					% change			
Circulation					16962					16149					-5%			
Jan. to date circulation					251391					261764					4%			

CIRCULATION BY ITEM FINE CODE
December 1996

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	54	30	14	98
100 (1)	42	58	24	124
200 (2)	45	31	27	103
300 (3)	139	215	75	429
400 (4)	7	6	2	15
500 (5)	39	62	13	114
600 (6)	411	296	209	916
700 (7)	227	150	66	443
800 (8)	31	44	7	82
900 (9)	128	115	29	272
B (10)	61	222	39	322
j000 (11)	4	12	3	19
j100 (12)	3	3	7	13
j200 (13)	10	7	3	20
j300 (14)	46	57	36	139
j400 (15)	6	5	2	13
j500 (16)	103	126	61	290
j600 (17)	43	61	22	126
j700 (18)	112	122	70	304
j800 (19)	13	13	6	32
j900 (20)	56	92	21	169
jB (21)	31	54	22	107
FIC (22)	1055	1356	464	2875
yaFIC (23)	12	56	26	94
LARGE PRINT (24)	59	43	15	117
jFIC (25)	175	227	58	460
jE (26)	781	854	314	1949
jER (27)	222	86	50	358
Magazines (28)	822	462	181	1465
Games/Toys (29)	0	7	0	7
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	115	259	22	396
jCassettes (33)	16	56	14	86
Compact Discs (34)	182	205	192	579
jCompact Discs (35)	2	1	9	12
Sound Recordings (36)	7	9	4	20
jSound Recordings (37)	0	7	2	9
Software (38)	2	0	0	2
Vertical File (39)	59	63	5	127
Equipment (40)	0	4	0	4
yapFIC (41)	143	142	42	327
jpFIC (42)	160	93	28	281
Reference (43)	31	36	12	79
Genealogy (44)	0	0	0	0
jMagazines (45)	108	24	23	155
VHS (46)	500	769	515	1784
Free reads	363	263	182	808
Puzzles				0
Talking books		1	4	5
Assignment shelf books				0
TOTAL	6425	6804	2920	16149

DEMOTTE COLLECTION

MONTH
START

VOLUMES	TITLES
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RENSSELAER COLLECTION

MONTH
START

V O L U M E S	T I T L E S
---------------------------------	----------------------------

WHEATFIELD COLLECTION

MONTH
START

V O L U M E S	T I T L E S
---------------------------------	----------------------------

MONTH
END

V O L U M E S	T I T L E S
---------------------------------	----------------------------

MONTH
END

V O L U M E S	T I T L E S
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MONTH
END

VOLUMES	TITLES
1	...
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[illegible]

ADULT BOOKS

10045	9829	10096	9869	11172	10894	11252	10964	7884	7669	7903	7683	Fiction
12240	10256	12350	10348	17506	15598	17546	15617	6875	5321	6880	5340	Nonfiction

CHILDREN'S BKS

7490	7373	7512	7382	9487	9050	9500	9059	5779	5641	5786	5649	Fiction
4729	4566	4745	4581	6993	6622	7002	6631	3205	3176	3207	3177	Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

2	2	2	2	368	155	368	155	3	3	3	3	GRAPHIC MAT'L
---	---	---	---	-----	-----	-----	-----	---	---	---	---	---------------

0 0 0 0 0 0 0 0 0 0 MICROFORMS

1036	909	1036	909	2092	1537	2092	1537	1145	1039	1145	1039	SOUND REC.,ADULT
143	143	143	143	181	181	177	177	43	43	43	43	SOUND REC., CH
6	3	6	3	14	9	14	9	4	4	4	4	CD ROM SOFTWARE
4	2	4	2	88	24	87	23	112	57	112	57	SOFTWARE
										0	0	VERTICAL FILE
827	804	830	806	1004	969	1016	979	701	649	711	659	VHS
1	1	1	1	1		1	0			0	0	EQUIPMENT

36523	33888	36725	34046	48906	45039	49055	45151	25751	23602	25794	23654	TOTAL
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(XXX)

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
December 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	9	6	8	23
Number attending	166	151	98	415
YA Programs (14-17)				0
Number attending		63	6	69
Adult Programs		7	2	9
Number attending	6	126	20	152
Senior Citizen Programs	1			1
Number attending	12	35	1	48
 TOTAL NO. OF PROGRAMS	 10	 13	 10	 33
TOTAL PERSONS ATTENDING	184	375	125	684

Salary Ordinance 1997

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	Start Date	Raise Date(s)
Beedle, Marlene	Lib. Asst. 1	\$8.25	\$13,728.00	32	D	1/8/92	
Beever, Yvonne	Librarian 2	\$13.75	\$28,600.00	40	R	3/13/95	
Belstra, Courtney	Page	\$5.50	\$2,860.00	10	D	8/29/95	
Brown, Glenda	Specialist 1	\$9.46	\$19,676.80	40	R	4/25/88	
Carr, Renee	Lib. Asst 2	\$9.09	\$15,125.76	32	D	2/1/90	Longevity
Colvin, Valerie	Clerk	5.75/6.00/6.42	\$5,893.61	19	R	5/15/96	5/16, 11/16
Daugherty, Lynn	Director	\$19.95	\$41,496.00	40	R	1/17/83	
Day, Lynda	Lib. Asst 2	7.24/7.64	\$15,475.20	40	R	6/17/96	7/1/97
Eisele, Julie	Lib Asst 2	\$8.44	\$17,555.20	40	R	8/12/91	
Fagen, Charlotte	Specialist 2	\$10.66	\$22,172.80	40	D	9/1/83	
Filson, Stephanie	Lib Asst I	\$7.15	\$14,872.00	40	R	1/2/96	
Heeke, Michelle	Librarian II	\$13.75	\$28,600.00	40	R	10/9/95	
Hesterman, Sandra	Clerk	6.00/6.42	\$5,812.56	18	W	6/17/96	7/1/97
Howard, Rose	Janitor	\$9.22	\$15,342.08	32	D,W	6/28/86	Longevity
Jung, Gail	Admin. Asst	\$10.86	\$22,588.80	40	R	8/17/92	
Karch, Angela	Page	\$5.75	\$2,990.00	10	D	11/22/94	
Kooy, Diana	Librarian I	\$11.80	\$19,635.20	32	W	5/6/88	
Kopanda, Joan	Lib. Asst 2	\$9.21	\$15,325.44	32	D	11/17/86	Longevity
Kros, Diane	Specialist 2	\$9.91	\$20,612.80	40	W	8/20/85	
Leichty, Karen	Clerk	5.75/6.00	\$2,882.00	10			1/2/97 7/1
Lewis, Sharon	Clerk	\$7.34	\$3,816.80	10	R	8/17/93	
Miller, Katie	Page/Clerk	5.33/5.58	\$5,105.88	18	R		1/2/97 7/1
Mooney, Lori	Page	5.00/5.25/5.50	\$2,795.00	10	W	8/14/96	2/16, 8/16
?	Page	5.00/5.25	\$2,376.10	10	R		
Opolski, Diane	Library Asst 1	\$7.15	\$11,897.60	32	W	12/18/95	
Powell, Bonnie	Lib. Asst 1	\$8.83	\$13,315.64	29	R	3/16/87	longevity
Pratt, Annette	Clerk	\$6.42	\$192.60	10	R	6/1/95	Res 1/22/97
Reagan, Jackie	Specialist 2	8.75/9.13	\$18,671.20	40	R	5/21/96	6/1/97
Rusher, Lisa	Lib. Asst 1/Bkp	\$7.15	\$14,872.00	40	R	8/21/95	
Schulenberg, Sharon	Spec. Serv Lib	\$11.03	\$20,074.60	35	R	11/11/68	Longevity
Standish, Jack	Janitor/Maint	\$7.00	\$10,556.00	29	R	1/17/94	
Tachtiris, Jill	Specialist 1	\$9.71	\$20,196.80	40	D	8/22/84	longevity
Vis, Virginia	Janitor/Page	6.22/6.34/6.66	\$7,354.31	22	D,W	7/23/96	2/1, 8/1
Wakeland, Susan	Page	5.25/5.50	\$2,795.00	10	R	6/1/96	6/1/97
Webster, Rachael	Clerk	\$7.59	\$15,787.20	40	D	4/5/93	longevity
Whited, Amber	Lib. Asst 1	\$7.95	\$9,921.60	24	W	3/14/90	
Woods, Peggy	Specialist 1	\$8.80	\$18,304.00	40	R	2/1/94	
York, Leanne	Librarian 2	\$14.25	\$29,640.00	40	D	11/1/93	
TOTAL			\$538,916.58				

Mary S. Dugglesby

Celine-Marie Egan

Robert Souza

William D. Doty

Ms. Linda C. Con

Patrick O'Rourke

Barbara L. Luster

MEMORANDUM

Salary Ordinance

Last month you passed the 1997 Salary Ordinance. Ordinarily, I would give you just the changes to it when I update you each month. However, this revised version tells you how the year actually started rather than how we thought in December it would start.

At Rensselaer, Valerie Colvin, formerly a page, took the position of Clerk to partially fill the new position for evening and Saturday hours. Katie Miller filled a vacant page position, but is also going to fill the remainder of the Clerk hours for the new evening and Saturday clerk position. Lyn Day is a 40 hour per week Library Assistant, but because of her health during her pregnancy is only able to work 32 hours. Valerie is working the remaining 8 hours. Since this is a temporary situation, it is not reflected in the Salary Ordinance.

Lyn will be going on 3 month maternity leave in February and other staff will fill in for some of her hours.

Karen Leichty began January 2 as a page to fill the position Chris Mays formerly held. However, Annette Pratt, Clerk, has just resigned after 1 1/2 years as evening/Saturday clerk, and Karen will move into her position. Thus, one page position is presently open.

At DeMotte, Rachael Webster, a part-time Clerk since 1993, took the new Clerk hours which she will work in addition to her present hours, making her a full-time employee. Rachael is a college graduate looking for a teaching position, but we are grateful for her presence until she finds that job.

MEMORANDUM

Internet Policy and Procedures

Summary: Included in your packet is the original Acceptable Use Policy, a draft of a new Acceptable Use Policy, a page of Guidelines for Public Internet Use, and an outline of our proposed procedures for public Internet use.

Discussion: Twelve staff members met to develop a recommended Internet policy and procedure to the Board. Several changes were made in the Acceptable Use Policy which are most easily seen when comparing the old and draft policies side by side. (R)

Internet Accessibility: Although our networking plans call for all networked workstations to have the capacity for Internet access, the group recommends that we start with only 2 Internet accessible workstations in each library.

- Right now, almost every patron wishing to use the Internet will require some staff assistance. We do not have enough staff to assist 10 persons at once.
- We want to start slowly while we work out the details of policy and procedure and handle problem situations
- We will have the ability to give a workstation Internet accessibility with a few keystrokes. In this way, we can make a cluster of workstations Internet accessible for purposes of holding a training session, then switch off the Internet for normal use.

Internet filters: The group was unanimous in recommending that no internet filters be used to keep inappropriate materials from the public.

- It goes against the library's responsibility to provide free access to information and free expression of ideas.
- We would not know what sites are being blocked or, in most cases, who makes the decisions on blocking or what criteria are used. We are hearing of too many instances of legitimate sites being blocked (Paul Harvey spoke of news sites being blocked when "sex" was used as a blocking term; we know the White House site was blocked when "couple" was used as a blocking term) in an effort to block inappropriate sites.
- The group decided it is better to limit the amount of time a person can have Internet access and leave it to staff to notice when obviously inappropriate sites are being accessed. The policy provides for immediately ending a user's Internet session in such cases.

Who may use the Internet: We had some discussion on the issue of restricting use to those with JCPL cards. Visitors or out-of-town business persons could have a legitimate need to use it. However, since we are planning for the present time, when we wish to restrict use of the Internet to two workstations in each library, we feel it is justifiable to restrict use to our own patrons. At a later date, when it may be accessible on all workstations, we would lift this restriction.

Children and the Internet: The group recommends limiting access without adult supervision to those 10 years old and older. Younger children would have difficulty typing fast enough and reading well enough to utilize the Internet satisfactorily in a 1/2 hour session.

The procedures outlined provide that no child can sit at the Internet computer who does not have parental permission to use it. This addresses the problem of a child with permission signing up for use, then sharing the workstation with someone without permission.

We worried that 17 year olds are too old to ask for parental permission. However, we noted that most libraries which have age restrictions use the 18 year cutoff. That made us feel more comfortable with this decision. Some of us felt uncomfortable restricting by age, but almost all of us agree that parents have a right to make this decision for their own children. It is very possible that in 3 years, the Internet will be so universally available that this becomes a moot point, but at this time there is a lot of concern over what can be found on the Internet.

Next Step(s). The Board needs to discuss the proposed policy thoroughly before approving it. If an agreement cannot be reached at this board meeting, discussion can be resumed at the February board meeting. If an agreement is reached over the issues, but questions are raised about wording, the Board may wish to refer the policy to the Policy Committee who could present a revised document at the February board meeting.

Jasper County Public Library Acceptable Use Policy

The Internet is a network of networks, changing constantly, making a wealth of information available to users. The Jasper County Public Library (JCPL) Internet access is offered in order to give all members of the library's service district free, open and equal access to ideas and information.

JCPL has the right to set and enforce rules and regulations concerning the use of the Internet access and to change those rules at any time, without notice.

Internet access rights may be suspended or revoked by the JCPL administration at any time, without prior notice or hearing, for abusive conduct or violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Acceptable Use Policy.

The user agrees to abide by the following agreements and statements:

1. Because the Internet provides access to networks around the world, users (and parents of users, if user is under 18 years of age) specifically understand that JCPL has no control over the content of information residing on the Internet. The Library specifically denies any responsibility for the accuracy or quality of information obtained through its service.

Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should monitor usage of the system.

2. JCPL makes no warranties, expressed or implied, for the service it is providing. The Library will not be responsible for any damages suffered, including lost data, information or income.
3. Users must refrain from inappropriate Internet conduct. Examples of inappropriate conduct include but are not limited to:
 - use of the Internet to violate any local, state or federal statute
 - use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network

- use of the network for solicitation, advertisement, or for any other commercial purposes.
 - violating copyright restrictions
 - using obscene, abusive or sexually explicit language in either public or private messages
 - engaging in harassing behavior such as sending or posting slanderous, libelous, or threatening messages
 - other activities that could interfere with or disrupt network users, services, or equipment
4. All communications and information accessible via the network should be assumed to be private property
 5. The Library reserves the right to limit the amount of time users may spend online
 6. Users of the Internet have access to thousands of networks. Each network or system has its own set of policies and procedures. Actions which are routinely allowed on one network/system may be controlled, or even forbidden, on other networks. It is the user's responsibility to abide by the policies and procedures of these other network/systems.

In consideration for the privilege of using JCPL's Internet access, and for having access to the information contained on the Internet, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.

Draft

Jasper County Public Library Internet Acceptable Use Policy Agreement

The Internet is a network of networks, changing constantly, making a wealth of information available to users. The Jasper County Public Library (JCPL) Internet access is offered to give free, open and equal access to ideas and information.

JCPL has the right to set and enforce rules and regulations concerning the use of the Internet access and to change those rules at any time, without notice.

The user agrees to abide by the following agreements and statements:

1. Because the Internet provides access to networks around the world, users (and parents of users, if user is under 18 years of age) specifically understand that JCPL has no control over the content of information residing on the Internet. The Library specifically denies any responsibility for the accuracy or quality of information obtained through its service.

Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should monitor usage of the system.

2. JCPL makes no warranties, expressed or implied, for the service it is providing. The Library will not be responsible for any damages suffered, including lost data, information or income.
3. Users must refrain from inappropriate Internet conduct. Examples of inappropriate conduct include but are not limited to:
 - use of the Internet to violate any local, state or federal statute
 - use of the network to send, receive or display text or graphics that may be reasonably construed as obscene or offensive
 - use of the network for solicitation, advertisement, or for any other commercial purposes.
 - engaging in harassing behavior such as sending or posting slanderous, libelous, or threatening messages
 - other activities that could interfere with or disrupt network users, services, or equipment

- R14
4. ***Because the library is a public place, staff has the authority to end an Internet session when inappropriate material displays on the screen.***
 5. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice or hearing, for abusive conduct or violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Acceptable Use Policy.
 6. All communications and information accessible via the network should be assumed to be private property. Copyright restrictions may not be violated.
 7. The Library reserves the right to limit the amount of time users may spend online
 8. Users of the Internet have access to thousands of networks. Each network or system has its own set of policies and procedures. Actions which are routinely allowed on one network/system may be controlled, or even forbidden, on other networks. It is the user's responsibility to abide by the policies and procedures of these other network/systems.

In consideration for the privilege of using JCPL's Internet access, and for having access to the information contained on the Internet, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.

2/96; draft revision 1/97

Guidelines for Public Internet Use

1. All Internet users must have a valid JCPL borrower's card.
2. Users must sign in at the Circulation Desk in order to check out the mouse ball necessary to use the Internet Workstation.
3. Children, ages 10 through 17, who wish to use the Internet, must have a parent or guardian complete a permission form.
4. Library staff's availability to help users with basic computer use or with Internet access is limited. Users must have basic computer skills, including the ability to use a mouse. Internet workshops have been scheduled to introduce methods for accessing the Internet.
5. Access to an Internet workstation is limited to 1/2 hour per session, when others are waiting.
6. Every person under the age of 18 who is at an Internet workstation must have parental permission unless accompanied by a parent or guardian.
7. Only those 10 years of age or older may use the Internet workstation without adult supervision.
8. In order to access the Internet, users must read and answer "yes" to the provisions of the Acceptable Use Policy as stated on the computer screen.
9. The workstation may not be reserved in advance. Users must sign up in person at the Circulation Desk. They will then be advised of the approximate length of wait. Persons not in the library when the workstation becomes available to them will forfeit their place in line.
10. Internet workstations are for Internet use only. Users may not install their own software on the workstations.
11. Persons wishing to download files from the Internet must bring their own formatted disks or purchase a disk from the library. Downloading to the hard drive is prohibited.
Warning: Virus-checking software on the Internet workstations will NOT protect the user's own computer if s/he downloads program files to a floppy disk. The Library recommends that users install and use virus protection software on their own computers.
12. E-mail may not be sent or received using the Library's Internet workstation. Chat groups may not be accessed.
13. Users may print up to 5 pages free of charge. Additional pages cost 10 cents each. Printers are located at the Circulation Desk.

**ACCOUNTING PRACTICES
APPROVAL
FOR
1997**

Interest from the Operating Fund and BIRF will be credited to the Operating Fund.

LIRF (Library Improvement Reserve Fund) funds will be separately invested and the interest credited to LIRF.

Interest from the Construction Fund will be credited to the Construction Fund.

The Board Vice President will also hold the office of Assistant Board Treasurer and be bonded as is the Treasurer. The Board Treasurer shall also hold the office of Assistant Board Secretary.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

The treasurer is authorized to pay bills when necessary between board meetings. These bills will be utility bills, conference fees, health insurance premiums and payroll checks.

Mileage will be paid in 1997 at the rate of 30 cents per mile.

The Library will contribute \$90 per month toward an employee's health insurance if the employee purchases the policy designated by the Library Board.

Circulating CD ROM Policy

Selection criteria :

The CD ROM must have a good recommendation from a reputable source.
We will purchase a variety of Informational, educational and recreational CD ROMs

Only items with complete documentation will be circulated.

We will buy dual or hybrid disks when possible (for MAC and IBM). Each library will survey its community to determine what proportion of the CD ROMs should be available for the MAC operating system.

We will not buy items which can be useful only if patrons make an illegal copy, (i.e. a home inventory or genealogy program)

Both children's and adult titles will be purchased)

Circulation Policy:

Only 2 items may be checked out to a borrower at any time.

No renewals will be allowed.

Loan period will be one (1) week.

CD ROMs may not be reserved, but may be intralibrary loaned.

An overdue charge of \$1.00 per day will be assessed for late returns.

CD ROMs may be borrowed by any person with a JCPL borrowers' card, except those using PLAC or reciprocal borrowing cards.

Fines and Charges

- Fee for loss/damage to CD ROM will be the original cost plus a \$10 processing fee
- Fee for loss or damage to the user's manual or notebook is \$5.00 for one item, \$10.00 for more than one item.

The Library will make copies of the users' manuals. before releasing the CD ROM for circulation.

JCPL Statistics: 1996

Interesting Facts

Borrowers

We had a 10% increase in borrowers during the year -- from 14,575 to 16,019

64% of our population (25,000) have borrower's cards.

These borrowers checked out an average of 16.3 books per borrower in 1996.
(Total circulation of 261,764)

Programs

We offered 430 programs for children, 24 for young adults, 133 for adults and 26 specifically for senior citizens.

We had a total attendance of 11,336 --

Reference Questions

Our public service staff of 30 persons answered 29,103 phone requests for information and 45,290 in-person requests for information.

Interlibrary Loans

We borrowed 1,162 books and other materials to meet patron requests. These books came from libraries throughout the U.S.

Our libraries loaned 5,273 books to each other to meet patrons' requests.

Computer Use

We used our PC's for educational games or word processing 1,629 times.

Local History/Genealogy

The local history and genealogy collections were visited 349 times. Glenda responded to 39 letters requesting local history information.

Other Services

Staff also made 66 walking book visits to deliver books to homebound patrons. They notarized 42 documents.

Patrons used our typewriters 144 times. They used our public FAX service 455 times.

MEMORANDUM

General Policy Statements Board Code of Ethics

Summary: The Policy Committee recommends the approval of the Board Code of Ethics as written with no changes. The Committee recommends the approval of the General Policy Statements with the changes highlighted in bold print.

Discussion: Note: The paragraph surrounded by a border in the General Policy Statement is meant to replace the paragraph above it.

Vote: To accept the recommendations of the Policy Committee in regards to the Mission Statement, General Policy Statement, Role Statement and Board Code of Ethics Policy.

Jasper County Public Library

Mission Statement

The Library is a resource for information and personal recreation.

General Policy Statement

The Jasper County Public Library is a public service agency which attempts to meet the informational, recreational, educational and cultural needs of *all* the district's residents, regardless of age or formal schooling. The JCPL District includes all of Jasper County, except Remington and Carpenter Township.

Role

The Library provides district residents with easy in-house access to the most-wanted print and non-print materials, as defined by public demand and professional assessment of future needs. It provides rapid access to lesser-used materials not held in-house, *including access to the Internet*.

The Library offers easily-accessed facilities providing convenient hours and adequate space for materials, for programming, and for quiet study.

The Library provides public service programs that meet the varied needs and wants of its district residents, both present users and non-users.

The Library employs competent, creative and well-educated staff to encourage and assist district residents to make full use of the library's materials, programs, and facilities. The Library fosters staff development by providing for creative challenges, involvement, financial remuneration, and personal growth

The Library employs competent, creative and well-educated staff to encourage and assist district residents to make full use of the library's materials, programs, and facilities. The Library fosters staff development by providing for creative challenges, financial remuneration, *continuing education* and personal growth.

The Library endeavors to secure the funding to provide quality library service to the entire library community by whatever productive methods are necessary to *attain* it. (substituted "attain" for "reach")

The Library enters into cooperative ventures with other libraries to provide better library service to its district's residents.

Adopted 1/17/95

Jasper County Public Library Board Code of Ethics

As a member of the library board I will:

- listen carefully to other board members, respecting their opinions and supporting majority decisions of the board.
- recognize that all authority is vested in the board when it meets in legal session and not with individual board members.
- keep well-informed of developments relevant to issues that may come before the board and call to the board's attention any issues I believe will have an effect on the library.
- participate actively in all meetings of the board, committees and task forces on which I serve, having read the agenda and all background support material.
- attempt to interpret the needs of the whole community (not a particular area or group) to the library and interpret the library to the community in a positive and supportive manner at all times and in all places.
- refer complaints about the library to the proper level on the chain of command.
- recognize that the board member's job is to ensure that the library is well-managed, not to manage the library. To this end I will vote to hire the best possible person to manage our library.
- do my best to ensure that the library is well maintained, financially secure, growing and always operating in the best interests of the community.
- work to learn more about the board member's job and how to do the job better.
- declare any conflict of interests between my personal life and my position on the library board and avoid voting on issues that appear to be a conflict of interests.
- be prepared to support to the fullest the efforts of the library in resisting censorship of library materials by groups or individuals.

As a member of the library board I will not:

- be critical, in or outside of the board meeting, of fellow board members or their opinions.
- use any part of the library for my personal advantage or the personal advantage of my friends or relatives.
- discuss the confidential proceedings of the board outside the board meeting.
- promise prior to a meeting how I will vote on any issue in the meeting.
- interfere with the duties of the director or undermine the director's authority.

Adopted 1/17/95; reviewed 1/97

Library Name: JASPER COUNTY PUBLIC LIBRARY

GRANT APPLICATION FOR PART 3 OF ROUND 2 TECHNOLOGY GRANTS

Please check the grant for which you are applying (you may apply for grants under one category only):

☒ 1. Libraries that have already received a grant in Round 2 for an Internet line (either direct or dial-up) may apply for equipment, wiring, or software that is needed to connect public access terminals in their network to the Internet. Max. grant \$10,000. (First priority for grants.)

☐ 2. A grant of up to \$20,000 to make the library's on-line card catalog available via the Internet.

3. For libraries that have not received any technology grant in either Round 1 or Round 2 (you may check a and/or b):

☐ a. A grant of up to \$20,000 for purchase of equipment or any purpose that would enable the library to become public access Internet ready.

☐ b. A grant of up to \$5000 for retrospective conversion.

Training costs, consulting, or purchase of reference database CD-ROMs would not be approved expenditures in either 3a or b.

☐ 4. A grant of up to \$20,000 specifically for data conversion for local documents (not retrospective conversion, but primary documents, home grown indexes, etc.)

For all grants, please attach the following to this application:

Brief description of the project with a timetable showing completion by June 30, 1997

Detailed budget including equipment to be purchased

Signatures of person responsible for project:

Symon C. Daugherty
Signature of Library Director

1/13/97
Date

Signature of Board President

1/13/97
Date

Application due January 15, 1997. Mail or fax to Library Development Office, 140 N. Senate Ave., Indianapolis, IN 46204, fax 317-232-0002. (If faxed, original must follow by mail.)

Jasper County Public Library
Grant Application for Part 3 of Round 2 Technology Grants
Page 2

We are presently preparing to install a WAN which will network our automated system, cd-roms and Internet access between our 3 libraries. (It may also network one of the two school corporations in our district.)

Target date for completion of the WAN is March 1997. We expect our Internet access to be installed at this time also.

1.

We wish to apply for an additional \$4,000 to purchase the Internet server necessary to give Internet access through our WAN.

In order to maintain the security of our Gaylord automated library system, Gaylord has recommended that our Internet service have its own separate server which will then be connected to the WAN.

Having our own server will also allow us to provide our staff with e-mail addresses for which we will not need to pay ongoing charges to a service provider. Additionally, it will allow us to mount our home page on our own server.

Necessary equipment includes:

- 1- Pentium 100 computer with 2 gb hard drive, 16mb, 8x, NT4.0
- 1- Tape backup: 8 gb, external SCSI2 with backup exec for NT
- 1- 15" monitor
- 1- Adaptec, Inc. AVA-1505 Kit SCSI2 ISA Noflop no cable with EZ-SCSI Lite sw
- 1- MS Backoffice - Windows NT server 20-client access license v4.0 no-doc req server
- 20- MS Backoffice - Windows NT Server v4.0 client access licenses 1-user no-doc req-srvr

2.

We will also need one table for an Internet workstation: \$600
and
4 stools for the workstations: \$552.

Total grant request: \$5,152

JCPL FINANCIAL STATEMENT

DECEMBER 1996

	<u>Beginning 1996 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$379,908.22	\$153,039.11	\$1,022,873.16	\$134,448.73	\$974,376.21	\$428,405.17
Investments \$353,100.00						
**incl. Levy Excess - 6/96						
Public Library Access Card Fund	\$51.00	\$20.00	\$300.00	\$0.00	\$311.00	\$40.00
Gift Fund	\$3,077.85	\$1,029.65	\$2,974.79	\$325.51	\$3,357.81	\$2,694.83
DeMotte	\$1,488.44	\$25.00	\$470.00	\$0.00	\$1,052.86	\$905.58
Rensselaer	\$926.14	\$1,004.65	\$1,708.90	\$36.78	\$1,615.49	\$1,019.55
Wheatfield	\$663.27	\$0.00	\$795.89	\$288.73	\$689.46	\$769.70
Bond & Interest Redemption Fund	\$134,858.07	\$94,057.64	\$398,059.39	\$325,232.50	\$436,015.00	\$96,902.46
Investments \$96,900.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$700.50	\$0.00	\$700.50	\$0.00
Library Improvement Reserve Fund*	\$28,728.73	\$40,118.02	\$41,112.93	\$0.00	\$0.00	\$69,841.66
Investments \$0.00						
*(Includes \$40,000 transfer from Oper. Fund)						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund	\$0.00	\$0.00	\$1,700.00	\$95.15	\$228.35	\$1,471.65
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
**\$8279.46 transf.to Oper.Fund Beg.Balance - 6/96						
Satellite Fund	\$1,446.00	\$0.00	\$1,713.00	\$0.00	\$2,782.20	\$376.80
Indiana Technology Grant Fund	\$0.00	\$316.45	\$3,796.45	\$316.45	\$3,796.45	\$0.00
Construction Fund	\$9,991.26	\$0.00	\$602.51	\$0.00	\$1,330.00	\$9,263.77
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$191.15	\$0.00	\$53.07	\$66.98	(\$84.56)	\$328.78
Employee P.E.R.F.	\$2,718.28	\$0.00	\$0.00	(\$969.34)	(\$273.65)	\$2,991.93
TOTAL ALL FUNDS.....	\$591,170.56	\$288,580.87	\$1,473,885.80	\$459,515.98	\$1,422,539.31	\$612,517.05

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
30 Dec 96

1. BANK ONE CHECKING	79709.19
2. BANK ONE-CONSTRUCTION FUND SAV	9263.77
3. BANK ONE-LIRF	69841.66
4. FIRST OF AMERICA BANK	.00
5. DEMOTTE STATE BANK	3702.43
6. INDIANA FEDERAL BANK FOR SAVIN	.00
7. NBD BANK, N.A.	.00
8. PINNACLE BANK	.00
9. IND.FEDERAL CD#9100055654	.00
10. IND.FEDERAL CD#9100055646	.00
11. IND.FEDERAL CD#9100076090	.00
12. PINNACLE BANK CD#37966	.00
13. PEOPLES STATE BANK CDs (3)	450000.00
14.	.00
15. IND.FEDERAL CD#9100005606	.00

TOTAL ALL BANK ACCOUNTS	612517.05

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 30 Dec 96

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
16 JAN 97	30000286	PEOPLES STATE	30 DAY	125000.00	5.30	OPERATING	17 DEC 96	.00	
14 FEB 97	30000285	PEOPLES STATE	62 DAY	125000.00	5.55	OPERATING	17 DEC 96	.00	
16 JUN 97	30000284	PEOPLES STATE	181 DAYS	200000.00	5.55	OP-103100;B	17 DEC 96	.00	
--TOTALS--				450000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 30 Dec 96

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
13 FEB 96	9100005606	IN.FEDERAL BA	91 DAY	300000.00	5.67	OPER-LIRF-B	14 NOV 95	4240.85	
13 APR 96	9100055646	IN.FEDERAL	60 DAY	100000.00	5.15	OPER-BIRF	13 FEB 96	846.58	
12 JUN 96	9100055654	IN.FEDERAL	120 DAY	125000.00	5.20	BIRF	13 FEB 96	2136.99	
16 AUG 96	9100076090	IN.FEDERAL	60 DAYS	150000.00	5.19	BIRF-70000;	17 JUN 96	1279.73	
16 DEC 96	37966	PINNACLE BANK	60 DAY	625000.00	5.25	OP;B-325000	15 OCT 96	5575.19	REDEEMED IN 62 DAYS
--TOTALS--				1300000.00				14079.34	

Year-End
APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----
30 Dec 96

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	39915.00	3326.26	39865.72	49.28	99.9
1.12	SALARY OF ASSISTANTS	414221.00	31917.09	389863.22	24357.78	94.1
1.13	WAGES OF JANITORS	28785.00	1787.16	26009.25	2775.75	90.4
1.21	EMPLOYER'S SHARE-FICA	36943.00	2832.86	34864.26	2078.74	94.4
1.22	UNEMPLOYMENT COMPENSATION	2789.00	303.59	2685.35	103.65	96.3
1.23	EMPLOYER'S CONTRIB.- PERF	22394.00	.00	21356.26	1037.74	95.4
1.24	EMPLOYER'S CONTRIB.- INS.	14608.00	260.00	4738.34	9869.66	32.4
1.31	OTHER PERSONAL SERVICES	1000.00	25.00	936.40	63.60	93.6
2.11	OFFICIAL RECORDS	1005.55	248.87	1005.55	.00	100.0
2.12	STATIONERY AND PRINTING	594.45	20.72	546.80	47.65	92.0
2.13	OTHER OFFICE SUPPLIES	5964.41	969.13	5964.41	.00	100.0
2.21	CLEANING & SANITATION SUPPLIES	4500.00	498.98	3228.77	1271.23	71.8
2.22	FUEL, OIL & LUBRICANTS	20.00	2.20	4.17	15.83	20.9
2.23	OTHER OPERATING SUPPLIES	3800.00	666.17	3289.02	510.98	86.6
2.31	BUILDING MATERIALS & SUPPLIES	650.00	131.25	623.77	26.23	96.0
2.32	PAINT AND PAINTING SUPPLIES	200.00	77.97	77.97	122.03	39.0
2.33	REPAIR PARTS	309.53	.00	309.53	.00	100.0
2.41	LIBRARY SUPPLIES	4508.97	16.23	3048.86	1460.11	67.6
2.42	AUTOMATION SUPPLIES	2449.74	2.00	2398.89	50.85	97.9
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1506.15	.00	1506.15	.00	100.0
3.14	OTHER PROFESSIONAL SERVICES	2878.97	.00	2754.44	124.53	95.7
3.21	TELEPHONE	29000.00	1850.12	22775.06	6224.94	78.5
3.22	POSTAGE	6678.40	769.44	5923.90	754.50	88.7
3.23	TRAVELING EXPENSE	4460.35	381.90	4460.35	.00	100.0
3.24	PROFESSIONAL MEETINGS	6371.83	17.90	6371.83	.00	100.0
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.31	ADVERTISING & PUBLIC NOTICES	900.00	.00	705.43	194.57	78.4
3.32	OTHER PRINTING	400.00	48.00	102.00	298.00	25.5
3.41	OFFICIAL BONDS	400.00	200.00	400.00	.00	100.0
3.42	OTHER INSURANCE	16573.00	.00	13378.00	3195.00	80.7
3.51	GAS	25000.00	1905.94	19571.03	5428.97	78.3
3.52	ELECTRICITY	58000.00	3458.01	47864.94	10135.06	82.5
3.53	WATER	1200.00	41.20	652.80	547.20	54.4
3.54	WASTE DISPOSAL SERVICES	2134.94	164.72	2134.94	.00	100.0
3.61	BUILDING & STRUCTURES	30000.00	509.50	26444.05	3555.95	88.1
3.62	EQUIPMENT	4000.00	277.50	3476.15	523.85	86.9
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	199.40	25.60	88.6
3.91	DUES	2113.10	1108.10	2113.10	.00	100.0
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	40000.00	40000.00	40000.00	.00	100.0
3.95	SERVICE CONTRACTS	9412.86	1537.04	9412.86	.00	100.0
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	36400.00	19609.50	27562.98	8837.02	75.7
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	21839.09	664.25	21839.09	.00	100.0
4.51	BOOKS	124397.36	10332.75	124341.36	56.00	100.0
4.52	PERIODICALS & NEWSPAPERS	35045.45	4888.91	28733.34	6312.11	82.0
4.53	NONPRINTED MATERIALS	22088.35	3588.52	20836.47	1251.88	94.3
	-TOTAL-	1065852.50	134448.73	974376.21	91476.29	91.4

CHANGES TO APPROPRIATION REPORT
DATE 30 Dec 96

Fund/Account No	Date	Amount	Explanation
100-1.24	22 Mar 96	38.45	REFUND BAL.NOV.PREMIUM-HOWARD
100-1.24	10 Apr 96	169.55	REFUND OF PREMIUM-R.HOWARD
100-2.11	20 Dec 96	55.55	BOARD RESOLUTION-12/19/96
100-2.12	20 Dec 96	-55.55	BD. RESOLUTION-12/19/96
100-2.13	15 Aug 96	5.00	Rebate on Bic Pens
100-2.13	10 Oct 96	17.98	purchased case/Computer Paper
100-2.13	26 Nov 96	.70	Computer disk sold to patron
100-2.13	20 Dec 96	1740.73	BD. RESOLUTION-12/19/96
100-2.33	20 Dec 96	9.53	BD.RESOLUTION-12/19/96
100-2.41	30 Apr 96	8.97	INCOLSA PAID-PERS.MGMT REFRESHME
100-2.42	20 Dec 96	-1750.26	BD.RESOLUTION-12/19/96
100-3.13	20 Dec 96	256.15	BD.RESOLUTION-12/19/96
100-3.14	20 Dec 96	-1521.03	BD.RESOLUTION-12/19/96
100-3.22	22 Mar 96	26.93	LEASE BOOK REIMBURSEMENT-POSTAGE
100-3.22	31 May 96	20.52	BOOK LEASE REIMBURSEMENT-POSTAGE
100-3.22	04 Sep 96	17.36	B&T LEASE BKS RETURN POSTAGE REF
100-3.22	10 Oct 96	13.59	Rex Learning Center Postage ref.
100-3.23	10 Apr 96	49.20	U.OF WIS.TRIP/CROWN POINT P.L.
100-3.23	20 Dec 96	411.15	BD.RESOLUTION-12/19/96
100-3.24	16 Apr 96	149.00	BUREAU OF ED.RESEARCH SEM.REFUND
100-3.24	20 Dec 96	222.83	BD.RESOLUTION-12/19/96
100-3.41	20 Dec 96	150.00	BD.RESOLUTION-12/19/96
100-3.42	31 Jul 96	573.00	REFUND-WORKMEN'S COMP POLICY
100-3.54	20 Dec 96	134.94	BD.RESOLUTION-12/19/96
100-3.91	20 Dec 96	113.10	BD.RESOLUTION-12/19/96
100-3.95	20 Dec 96	232.86	BD.RESOLUTION-12/19/96
100-4.4	02 Jan 96	2095.53	ENCUMBERED 1995 FUNDS-BD.ACTION
100-4.4	20 Dec 96	1643.56	BD.RESOLUTION-12/19/96
100-4.51	20 Dec 96	397.36	BD.RESOLUTION-12/19/96
100-4.52	30 Apr 96	28.79	LOWELL P.L.REIMBU-SUPERVISORS GD
100-4.52	30 Apr 96	28.79	REIMBURSED/SUPERVISOR'S GUIDE
100-4.52	31 May 96	28.79	STARKE CO.-SUPERVISOR GUIDE-REIM
100-4.52	20 Dec 96	-2040.92	BD.RESOLUTION-12/19/96
100-4.53	22 Mar 96	33.34	REIMBURSED SHARED COST ALA VIDEO
100-4.53	22 Mar 96	5.00	REBATE-INDIAN IN CUPBOARD VIDEO
100-4.53	22 Mar 96	16.67	REIMBURSED-SHARED COST ALA VIDEO
100-4.53	10 Apr 96	33.34	ALA VIDEO REIMBURSEMENT
			Total OPER... \$3360.50
180-3.14	28 Jun 96	310.61	Interest earned 12/95 & 3/96
180-3.14	31 Jul 96	153.89	INTEREST EARNED 2nd QTR 1996
180-3.14	31 Oct 96	138.01	INTEREST EARNED THIRD QTR.
200.07-1.1	13 Feb 96	28.06	OVERPAYMENT OF PREMIUM-RUSHER

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 Dec 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
TRANSFER	01905	JASPER COUNTY PUBLIC LIBRARY	625000.00	16 DEC 96	CD #37966 MATURED
EFT DEBIT	01949	INDIANA DEPARTMENT OF REVENUE	1548.04	26 DEC 96	STATE & COUNTY TAX WITHHELD VERIFICATION #28; REF. #61137; 12/26/96 @ 1:30 cst
005962	01803	MARLENE BEEDLE	362.53	10 DEC 96	PAYROLL
005963	01811	YVONNE J. BEEVER	748.90	10 DEC 96	PAYROLL
005964	01814	BELSTRA, COURTNEY B.	96.59	10 DEC 96	PAYROLL
005965	01795	GLENDA BROWN	509.71	10 DEC 96	PAYROLL
005966	01799	RENEE CARR	388.38	10 DEC 96	PAYROLL
005967	01818	VALERIE A. COLVIN	104.44	10 DEC 96	PAYROLL
005968	01798	LYNN DAUGHERTY	883.56	10 DEC 96	PAYROLL
005969	01821	LYNDA E. DAY	403.24	10 DEC 96	PAYROLL
005970	01802	JULIE EISELE	415.50	10 DEC 96	PAYROLL
005971	01789	CHARLOTTE FAGEN	654.09	10 DEC 96	PAYROLL
005972	01817	STEPHANIE D. FILSON	403.45	10 DEC 96	PAYROLL
005973	01815	HEEKE, MICHELLE M.	830.21	10 DEC 96	PAYROLL
005974	01822	SANDRA L. HESTERMAN	101.58	10 DEC 96	PAYROLL
005975	01801	ROSE E. HOWARD	410.97	10 DEC 96	PAYROLL
005976	01804	GAIL M. JUNG	637.99	10 DEC 96	PAYROLL
005977	01810	ANGELA M. KARCH	107.54	10 DEC 96	PAYROLL
005978	01796	DIANA KOBY	399.80	10 DEC 96	PAYROLL
005979	01792	JOAN KOPANDA	383.13	10 DEC 96	PAYROLL
005980	01793	KROS, DIANE	540.33	10 DEC 96	PAYROLL
005981	01806	SHARON K. LEWIS	80.35	10 DEC 96	PAYROLL
005982	01824	KRISTINE L. MAYS	87.73	10 DEC 96	PAYROLL
005983	01825	MOONEY, LOREILENE M.	118.30	10 DEC 96	PAYROLL
005984	01816	DIANE M. OPOLSKI	298.80	10 DEC 96	PAYROLL
005985	01794	BONNIE POWELL	370.60	10 DEC 96	PAYROLL
005986	01812	ANNETTE M. PRATT	76.65	10 DEC 96	PAYROLL
005987	01819	JACKIE REAGAN	490.33	10 DEC 96	PAYROLL
005988	01813	LISA RUSHER	411.03	10 DEC 96	PAYROLL
005989	01790	SHARON SCHULENBERG	471.82	10 DEC 96	PAYROLL
005990	01797	EILEEN SPURGEON	39.56	10 DEC 96	PAYROLL
005991	01808	JACK STANDISH	323.16	10 DEC 96	PAYROLL
005992	01791	JILL TACHTIRIS	507.62	10 DEC 96	PAYROLL
005993	01823	VIRGINIA VIS	224.25	10 DEC 96	PAYROLL
005994	01820	SUSAN M. WAKELAND	62.67	10 DEC 96	PAYROLL
005995	01805	WEBSTER, RACHAEL D.	255.27	10 DEC 96	PAYROLL
005996	01800	WHITED, AMBER	248.52	10 DEC 96	PAYROLL
005997	01809	MARGARET M. WOODS	471.66	10 DEC 96	PAYROLL
005998	01807	LEANNE YORK	825.49	10 DEC 96	PAYROLL
005999	01920	MARLENE BEEDLE	362.53	23 DEC 96	PAYROLL
006000	01928	YVONNE J. BEEVER	748.90	23 DEC 96	PAYROLL
006001	01931	BELSTRA, COURTNEY B.	87.95	23 DEC 96	PAYROLL
006002	01913	GLENDA BROWN	509.71	23 DEC 96	PAYROLL
006003	01916	RENEE CARR	388.38	23 DEC 96	PAYROLL
006004	01935	VALERIE A. COLVIN	75.19	23 DEC 96	PAYROLL
006005	01915	LYNN DAUGHERTY	883.56	23 DEC 96	PAYROLL

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006006	01938	LYNDA E. DAY	177.42	23 DEC 96	PAYROLL
006007	01919	JULIE EISELE	415.50	23 DEC 96	PAYROLL
006008	01907	CHARLOTTE FAGEN	654.09	23 DEC 96	PAYROLL
006009	01934	STEPHANIE D. FILSON	369.89	23 DEC 96	PAYROLL
006010	01932	HEEKE, MICHELLE M.	834.22	23 DEC 96	PAYROLL
006011	01939	SANDRA L. HESTERMAN	110.82	23 DEC 96	PAYROLL
006012	01918	ROSE E. HOWARD	410.97	23 DEC 96	PAYROLL
006013	01921	GAIL M. JUNG	637.99	23 DEC 96	PAYROLL
006014	01927	ANGELA M. KARCH	87.95	23 DEC 96	PAYROLL
006015	01914	DIANA KOBY	399.80	23 DEC 96	PAYROLL
006016	01910	JOAN KOPANDA	383.13	23 DEC 96	PAYROLL
006017	01911	KROS, DIANE	564.88	23 DEC 96	PAYROLL
006018	01923	SHARON K. LEWIS	96.40	23 DEC 96	PAYROLL
006019	01941	KRISTINE L. MAYS	75.19	23 DEC 96	PAYROLL
006020	01942	MOONEY, LOREILENE M.	87.73	23 DEC 96	PAYROLL
006021	01933	DIANE M. OPOLSKI	298.80	23 DEC 96	PAYROLL
006022	01912	BONNIE POWELL	370.60	23 DEC 96	PAYROLL
006023	01929	ANNETTE M. PRATT	76.65	23 DEC 96	PAYROLL
006024	01936	JACKIE REAGAN	490.33	23 DEC 96	PAYROLL
006025	01930	LISA RUSHER	411.03	23 DEC 96	PAYROLL
006026	01908	SHARON SCHULENBERG	471.82	23 DEC 96	PAYROLL
006027	01925	JACK STANDISH	289.10	23 DEC 96	PAYROLL
006028	01909	JILL TACHTIRIS	507.62	23 DEC 96	PAYROLL
006029	01940	VIRGINIA VIS	224.25	23 DEC 96	PAYROLL
006030	01937	SUSAN M. WAKELAND	75.19	23 DEC 96	PAYROLL
006031	01922	WEBSTER, RACHAEL D.	236.04	23 DEC 96	PAYROLL
006032	01917	WHITED, AMBER	248.52	23 DEC 96	PAYROLL
006033	01926	MARGARET M. WOODS	471.66	23 DEC 96	PAYROLL
006034	01924	LEANNE YORK	825.49	23 DEC 96	PAYROLL
015440	01826	BANK ONE	4521.59	10 DEC 96	FICA & FED TAXES WITHHELD 10
015441	01827	INDIANA DEFERRED COMPENSATIO	527.10	10 DEC 96	WITHHELD FROM PAYROLL 10 DEC
015442	01828	LDOS WORLDCOM	796.80	10 DEC 96	DAUGHERTY,KOBY,KOPANDA,SCHUL
015443	01829	NETNITCO	67.50	10 DEC 96	DATA LINES/LONG DISTANCE CAR
015444	01830	NORTHWESTERN INDIANA TELEPHO	152.72	10 DEC 96	INTERNET ACCESS-DEC.1996
015445	01831	NIPSCO	3098.24	10 DEC 96	DEMOTTE-DEC. PHONES
015446	01832	TOWN OF DEMOTTE	40.72	10 DEC 96	DEM-NOV.UTILITIES
015447	01833	TOWN OF WHEATFIELD SEWER WOR	41.05	10 DEC 96	SEWER SERVICE-DEMOTTE LIB.-0
015448	01834	ACE HARDWARE	79.72	19 DEC 96	DEC. 1996 SEWER SERVICE-WHEA
015449	01835	ACORDIA PERSONAL BENEFITS, I	544.93	19 DEC 96	PHOTOCELL, RAKE, PAINT FOR R
015450	01836	A.E. BOYCE CO., INC.	248.87	19 DEC 96	QTLY PREMIUM-BEEVER
015451	01837	AGLL GENEALOGICAL SERVICES	95.15	19 DEC 96	PURCH.ORDERS,TAX FORMS,RECEI
015452	01838	ALL-PHASE ELECTRIC SUPPLY CO	52.65	19 DEC 96	ORAH HISTORY PROJECT
015453	01839	AVC CORPORATION	94.00	19 DEC 96	UNDER-COUNTER FLUORESCENT BU
015454	01840	BAKER & TAYLOR	6103.38	19 DEC 96	FIN.COMPUTER SERV.CONTRACT-D
015455	01841	BAKER & TAYLOR BOOKS	815.54	19 DEC 96	BOOKS,GIFT BOOKS,CASSETTES
015456	01842	BAKER & TAYLOR ENTERTAINMENT	21.32	19 DEC 96	CONTINUATIONS-BOOKS
015457	01904	BANK ONE, INDIANAPOLIS, NA	325232.50	19 DEC 96	VIDEOS
					BOND PAYMENT DUE JANUARY 1,

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015457	01843	BANK ONE, INDIANAPOLIS, NA	325232.50	19 DEC 96	BOND PAYMENT DUE JAN 1, 1997
015457	01903	BANK ONE, INDIANAPOLIS, NA	-325232.50	19 DEC 96	CORRECT A/P #01843-WRONG APP
015458	01844	BETTY A. HUFF (PAS-TIME BOO	294.91	19 DEC 96	BOOKS, VIDEOS
015459	01845	CENTRAL STATES SALES CORPORA	88.92	19 DEC 96	CEILING SPOT. PROJECTION BUL
015460	01846	CHARLOTTE FAGEN	29.40	19 DEC 96	MILEAGE
015461	01847	CONSOLIDATED INSURANCE AGENC	200.00	19 DEC 96	TREASURER,ASST. TREAS. BONDS
015462	01848	CROWN COMPUTER	100.00	19 DEC 96	REPLACE BIOS CHIP-RENS.PATRO
015463	01849	CUSTOM LAWN CARE	310.00	19 DEC 96	LAWN MOWING, SNOW REMOVAL-RE
015464	01850	DAVIDSON TITLES INC.	1280.82	19 DEC 96	BOOKS
015465	01851	FACTS ON FILE NEWS SERVICES	1210.00	19 DEC 96	FACTS ON FILE-WORLD NEW DIGE
015466	01852	FASE'S WATER TREATMENT & FLO	131.25	19 DEC 96	REDOUT FOR WATER SOFTNER-DEM
015467	01853	GAYLORD BROS.	16479.00	19 DEC 96	ANNUAL SOFTWARE/HARDWARE MTN MARC SUBSCRIPTION ANNUAL BIL
015468	01854	GAIL JUNG	132.62	19 DEC 96	MILEAGE,PROF.MTGS,FLUORESCEN
015469	01855	GAIL JUNG	29.88	19 DEC 96	RENSSELAER PETTY CASH
015470	01856	GAIL JUNG	21.49	19 DEC 96	WHEATFIELD PETTY CASH
015471	01857	GLENDA BROWN	13.20	19 DEC 96	MILEAGE
015472	01858	GROLIER PUBLISHING COMPANY	11.50	19 DEC 96	BOOKS
015473	01859	HERITAGE OFFICE PRODUCTS, IN	204.24	19 DEC 96	PRINTWHEEL,INKJET CARTR.,IMP
015474	01860	HP PRODUCTS CORP.	639.39	19 DEC 96	ICE MELT,KLEENEX,M-FOLDS,TP,
015475	01861	INCOLSA	500.00	19 DEC 96	DOCUMENT DELIVERY SERVICE-19
015476	01862	INDIANA BASKETBALL HALL OF F	50.00	19 DEC 96	5 YR.SUBSCRIPTION(1/1/98-12/
015477	01863	INDIANA DEPT.OF WORKFORCE DE	303.59	19 DEC 96	VOLUNTARY PYMT TO REDUCE 199
015478	01864	INDIANA LIBRARY FEDERATION	1108.10	19 DEC 96	LIBRARY & TRUSTEE MEMBERSHIP
015479	01865	INDIANAPOLIS NEWSPAPERS, INC	88.60	19 DEC 96	NEWSPAPER SUBSC.-1997-RENS.
015480	01866	INFORMATION ACCESS COMPANY	3257.00	19 DEC 96	HEALTH INDEX-1997
015481	01867	INFORMATION & RECORDS ASSOC.	177.50	19 DEC 96	MICROFORM READER/PRINTER REP
015482	01868	INFORMATION PLUS	383.96	19 DEC 96	STANDING ORDERS-BOOKS
015483	01869	INFORMATION/REFERENCE GROUP	226.95	19 DEC 96	CONTEMP.AUTHORS,SOMETH.ABOUT
015484	01870	INDIANA VISUAL & AUDIO NETWO	3000.00	19 DEC 96	3 CD-ROM PACKAGES-1997
015485	01871	JACKIE REAGAN	28.20	19 DEC 96	MILEAGE
015486	01872	JILL TACHTIRIS	60.90	19 DEC 96	MILEAGE
015487	01873	JUST OUR SIZE VIDEOS	23.90	19 DEC 96	VIDEOS
015488	01874	KOLORTECH, INC.	323.09	19 DEC 96	FLUORESCENT BULBS
015489	01875	K.V.ELECTRIC	83.50	19 DEC 96	ELECTRICAL WORK
015490	01950	LEGAL DIRECTORIES PUBLISHING	-56.00	30 DEC 96	VOID CHECK & VOUCHER #01876
015490	01876	LEGAL DIRECTORIES PUBLISHING	56.00	19 DEC 96	INDIANA LEGAL DIRECTORY
015491	01877	LIBRARY VIDEO COMPANY	275.42	19 DEC 96	VIDEOS
015492	01878	MARK YORK	50.00	19 DEC 96	LEAF RAKING-DEMOTTE LIB.
015493	01879	MARSHALL CAVENDISH CORPORATI	63.44	19 DEC 96	BOOKS
015494	01880	McGRAW-HILL, INC.	1241.36	19 DEC 96	BOOKS
015495	01881	OFFICE DEPOT	893.95	19 DEC 96	CANON BJC210 & 620; HP-820 P
015496	01882	POSTMASTER GENERAL	750.00	19 DEC 96	STAMPS: 2000-\$.32; 60-\$.1; 10
015497	01883	PRECISION CONTROL SYSTEMS, I	1030.00	19 DEC 96	QTLY MTNCE(12/96-2/97) -DEM.
015498	01884	PROFESSIONAL MEDIA SERVICE C	11.54	19 DEC 96	ANSCR SUPPLEMENT-TECH. SERVI
015499	01885	QUALITY BOOKS INC.	17.51	19 DEC 96	BOOKS
015500	01886	QUILL	473.16	19 DEC 96	AV BINDERS,FILE FOLDERS,CART
015501	01887	RANDY KOOY	25.00	19 DEC 96	MOUNT BULLETIN BOARDS-WH.

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015502	01888	REGENT BOOK CO., INC.	69.33	19 DEC 96	BOOKS
015503	01889	ROBERT SOUZA	20.72	19 DEC 96	CARDS/STATIONERY
015504	01890	SCOTT FORESMAN	115.77	19 DEC 96	BOOKS
015505	01891	SECURITY COURIERS CORP.	1037.04	19 DEC 96	TRANSPORT SERV.11/1 TO 12/6/
015506	01892	SIMPLEX TIME RECORDER CO.	2006.50	19 DEC 96	1997 SERV.CONTRACT-DEM.,WH.,
015507	01893	TEETERS CULLIGAN	9.95	19 DEC 96	RENTAL-DEC.-WHEATFIELD LIB.
015508	01894	THINK TANK INFORMATION SYSTE	316.45	19 DEC 96	WEBCAN-TECHN. GRANT
015509	01895	THE TIMES	179.40	19 DEC 96	DEM. ANNUAL SUBSCR.-1997
015510	01896	UNITED TELEPHONE COMPANY	674.59	19 DEC 96	TELEPHONE-DEC.-RENS.
015511	01897	UNIVERSITY MICROFILMS INTERN	103.91	19 DEC 96	SUBSCR.RENS. REPUBLICAN-MICR
015512	01898	VIKING OFFICE PRODUCTS	390.05	19 DEC 96	COPY PAPER,MARKERS,CARTRIDGE
015513	01899	WALGREEN'S	10.45	19 DEC 96	BATTERIES
015514	01900	WALSTRA FINE CUT	66.00	19 DEC 96	LAWN MOWING-OCT-WHEATFIELD
015515	01901	YVONNE BEEVER	156.00	19 DEC 96	MILEAGE
015516	01902	LEANNE YORK	26.99	19 DEC 96	PAINT FOR HANDRAIL-DEM.
015517	01906	JASPER COUNTY PUBLIC LIBRARY	450000.00	17 DEC 96	PURCHASE 30, 62, AND 181 CD
015518	01943	BANK ONE	4447.20	23 DEC 96	FICA & FED TAXES WITHHELD 23
015519	01944	INDIANA DEFERRED COMPENSATIO	527.10	23 DEC 96	WITHHELD FROM PAYROLL 23 DEC
					DAUGHERTY,KOBY,KOPANDA,SCHUL
015520	01945	CITY OF RENSSELAER	1584.18	23 DEC 96	UTILITIES-RENS. 11/8/96-12/6
015521	01946	JASPER COUNTY PUBLIC LIBRARY	40000.00	23 DEC 96	TRANSF.TO LIRF-BD RESOLUTION
015522	01947	NIPSCO	805.68	23 DEC 96	UTILITIES-WHEAT 11/12/96-12/
015523	01948	UNITED TELEPHONE COMPANY	158.51	23 DEC 96	TELEPHONE SERVICE WHEAT.-DEC

--TOTAL AMOUNT OF CLAIMS-- 1534515.98

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 1534515.98. Dated 21 JAN 97.

_____	_____
_____	_____
_____	_____
_____	_____

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
EFT DEBIT	00038	INTERNAL REVENUE SERVICE CEN	5025.80	10 JAN 97	FICA & FED TAXES WITHHELD 10 REF.#00462209-TRANSF.13 JAN
006035	00014	MARLENE BEEDLE	443.27	10 JAN 97	PAYROLL
006036	00022	YVONNE J. BEEVER	753.00	10 JAN 97	PAYROLL
006037	00025	BELSTRA, COURTNEY B.	125.92	10 JAN 97	PAYROLL
006038	00007	GLENDA BROWN	603.76	10 JAN 97	PAYROLL
006039	00010	RENEE CARR	479.07	10 JAN 97	PAYROLL
006040	00029	VALERIE A. COLVIN	91.90	10 JAN 97	PAYROLL
006041	00009	LYNN DAUGHERTY	883.71	10 JAN 97	PAYROLL
006042	00032	LYNDA E. DAY	463.88	10 JAN 97	PAYROLL
006046	00013	JULIE EISELE	460.45	10 JAN 97	PAYROLL
006047	00001	CHARLOTTE FAGEN	655.50	10 JAN 97	PAYROLL
006048	00028	STEPHANIE D. FILSON	435.70	10 JAN 97	PAYROLL
006049	00026	HEEKE, MICHELLE M.	834.99	10 JAN 97	PAYROLL
006050	00033	SANDRA L. HESTERMAN	170.85	10 JAN 97	PAYROLL
006051	00012	ROSE E. HOWARD	513.07	10 JAN 97	PAYROLL
006052	00015	GAIL M. JUNG	639.40	10 JAN 97	PAYROLL
006053	00021	ANGELA M. KARCH	111.33	10 JAN 97	PAYROLL
006054	00008	DIANA KOBY	399.95	10 JAN 97	PAYROLL
006055	00004	JOAN KOPANDA	475.16	10 JAN 97	PAYROLL
006056	00005	KROS, DIANE	565.03	10 JAN 97	PAYROLL
006057	00017	SHARON K. LEWIS	80.35	10 JAN 97	PAYROLL
006058	00035	KRISTINE L. MAYS	75.19	10 JAN 97	PAYROLL
006059	00036	MOONEY, LOREILENE M.	43.86	10 JAN 97	PAYROLL
006060	00027	DIANE M. OPOLSKI	332.54	10 JAN 97	PAYROLL
006061	00006	BONNIE POWELL	437.11	10 JAN 97	PAYROLL
006062	00023	ANNETTE M. PRATT	91.60	10 JAN 97	PAYROLL
006063	00030	JACKIE REAGAN	495.48	10 JAN 97	PAYROLL
006064	00024	LISA RUSHER	483.54	10 JAN 97	PAYROLL
006065	00002	SHARON SCHULENBERG	570.17	10 JAN 97	PAYROLL
006066	00019	JACK STANDISH	292.43	10 JAN 97	PAYROLL
006067	00003	JILL TACHTIRIS	605.26	10 JAN 97	PAYROLL
006068	00034	VIRGINIA VIS	58.49	10 JAN 97	PAYROLL
006069	00037	VIRGINIA L. VIS	163.74	10 JAN 97	PAYROLL
006070	00031	SUSAN M. WAKELAND	91.90	10 JAN 97	PAYROLL
006071	00016	WEBSTER, RACHAEL D.	218.41	10 JAN 97	PAYROLL
006072	00011	WHITED, AMBER	286.72	10 JAN 97	PAYROLL
006073	00020	MARGARET M. WOODS	558.10	10 JAN 97	PAYROLL
006074	00018	LEANNE YORK	825.64	10 JAN 97	PAYROLL
015524	00039	INDIANA DEFERRED COMPENSATIO	527.10	10 JAN 97	WITHHELD FROM 10 JAN 97 PAYR DAUGHERTY,KOBY,KOPANDA,SCHUL
015525	00040	LDDS WORLDCOM	804.38	10 JAN 97	DATA LINES/LONG DISTANCE CAR
015526	00041	NETNITCO	67.50	10 JAN 97	INTERNET SERVICE-JAN
015527	00042	NIPSCO	2879.15	10 JAN 97	DEM.UTILITIES-DEC. 1996
015528	00043	NORTHWESTERN INDIANA TELEPHO	142.21	10 JAN 97	DEM-TELEPHONES-JAN.1997
015529	00044	TOWN OF DEMOTTE	40.72	10 JAN 97	SEWER SERVICE-DEM.-NOV. 1996
015530	00045	TOWN OF WHEATFIELD SEWER WOR	41.05	10 JAN 97	SEWER SERVICE-WHEATF.-JAN. 1
015531	00046	UNITED TELEPHONE COMPANY	670.99	10 JAN 97	DATA LINE/TELEPHONE-RENS.-JA

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015532	00047	ACORDIA PERSONAL BENEFITS, I	975.84	21 JAN 97	QTLY.PREMIUM-EISELE,REAGAN,J
015533	00048	AVC CORPORATION	99.00	21 JAN 97	FINANCIAL COMP.SERVICE-JAN 9
015534	00049	BAKER & TAYLOR	5932.95	21 JAN 97	BOOKS,A-V,GIFT BKS,ITG SUBSC
015535	00050	BAKER & TAYLOR BOOKS	347.51	21 JAN 97	CONTINUATION-BOOKS
015536	00051	BANK ONE	32.00	21 JAN 97	SAFE DEP.BOX RENTAL-1/22/97-
015537	00052	BIERMA HARDWARE, INC.	11.35	21 JAN 97	SURGE PROTECTOR,MOP HEAD,PLU
015538	00053	BROWN'S GARDEN SHOPPE	300.00	21 JAN 97	LANDSCAPE MAINT. FOR 1996
015539	00054	CD USA-DIRECT SALES	39.95	21 JAN 97	CENSUS USA 1997-CD
015540	00055	CHIEF, CDS	50.00	21 JAN 97	BOOKS
015541	00056	CONGRESSIONAL QUARTERLY INC.	596.00	21 JAN 97	SUBSCPT. RENEWAL 3/97 TO 3/9
015542	00057	CUSTOM LAWN CARE	262.00	21 JAN 97	SNOW REMVL,SALT-12/17,18,20
015543	00058	DAVIDSON TITLES INC.	3173.67	21 JAN 97	BOOKS
015544	00059	DEMCO	730.66	21 JAN 97	HNG BGS,BK.PCKTS,BK.JCKTS,VI
015545	00060	DIANA KOOY	30.00	21 JAN 97	MILEAGE
015546	00061	DIANE KROS	12.00	21 JAN 97	MILEAGE
015547	00062	DIANE OPOLSKI	13.20	21 JAN 97	MILEAGE
015548	00063	ENTRE COMPUTER CENTER	37.50	21 JAN 97	COMPUTER REPAIRS-RENSSELAER
015549	00064	FASE'S WATER TREATMENT & FLO	52.50	21 JAN 97	RED OUT FOR WATER SOFTENER-D
015550	00065	FRED PRYOR SEMINARS	99.00	21 JAN 97	MANAGE PROJECTS WKSH.P.1/8/97
015551	00066	GAIL JUNG	28.70	21 JAN 97	DEMOTTE PETTY CASH
015552	00067	GROLIER PUBLISHING COMPANY	304.22	21 JAN 97	BOOKS
015553	00068	GUY FRIDAY/BARRY RUSH	113.24	21 JAN 97	1996 OUTSIDE HANDRAIL PAINTI
015554	00069	HANSEN'S SNOW REMOVAL	585.00	21 JAN 97	SNOW REMOVAL-DEMOTTE-DEC 96
015555	00070	HIGHSMITH CO. INC.	1181.85	21 JAN 97	SELF-ADHESIVE VINYL(50)
015556	00071	INCOLSA	400.00	21 JAN 97	TELECONFERENCING-SOARING TO & DANCE W/CHANGE
015557	00072	INDIANA DEPT.OF WORKFORCE DE	148.39	21 JAN 97	4TH QTR UNEMPLOYMENT COMPENS
015558	00073	INDIANA HISTORICAL SOCIETY	30.00	21 JAN 97	ONE YR. MEMBERSHIP-DEMOTTE
015559	00074	INDIANA STATE LIBRARY	40.00	21 JAN 97	4th QTR. PLAC CARD PURCHASES
015560	00075	INFORMATION/REFERENCE GROUP	95.06	21 JAN 97	BOOK-SOMETHING ABOUT THE AUT
015561	00076	JOURNAL AND COURIER	143.00	21 JAN 97	ANNUAL SUBSCRIPTION-RENSSELA
015562	00077	LYNN DAUGHERTY	75.00	21 JAN 97	MILEAGE
015563	00078	NATIONAL GEOGRAPHIC SOCIETY	13.90	21 JAN 97	BOOKS
015564	00079	NETGUIDE	12.97	21 JAN 97	ANNUAL MAGAZINE SUBSCRIPTION
015565	00080	OOMS DISPOSAL SERVICE INC.	90.00	21 JAN 97	WASTE DISPOSAL;10/96 TO 3/97
015566	00081	PHILIP E. HOWARD	20.00	21 JAN 97	CHANGED LIGHT BULBS- DEMOTTE
015567	00082	PHILIP N. HOWARD	90.00	21 JAN 97	SNOW REMOVAL-WHEATFIELD;DEC
015568	00083	POST TRIBUNE	80.60	21 JAN 97	ANNUAL SUBSCRPT. TO 2/98-REN
015569	00084	PRACTICAL SUPERVISION	48.00	21 JAN 97	SUBSCRIPTION RENEWAL-RENSSELA
015570	00085	PUBLIC EMPLOYEES' RETIREMENT	8477.46	21 JAN 97	4th QUARTER PAYMENT 1996
015571	00086	PUBLISHERS WEEKLY	149.00	21 JAN 97	RENEW SUBSCRIPTION 3/97-2/98
015572	00087	RAND MCNALLY & COMPANY	299.12	21 JAN 97	1997 ATLAS
015573	00088	RELIABLE CORPORATION	300.28	21 JAN 97	COPY PAPER
015574	00089	RENSSELAER REPUBLICAN	187.00	21 JAN 97	RENS.& WHEATF. ANNUAL SUBSCR
015575	00090	RUSS' PRINT SHOP	45.00	21 JAN 97	TODDLER LABELS-DEM.
015576	00091	SECURITY COURIERS CORP.	765.20	21 JAN 97	BRANCH TRANSPORT SERV.-12/13
015577	00092	STEPHANIE FILSON	38.70	21 JAN 97	MILEAGE
015578	00093	SUNSET PRODUCTIONS, INC.	18.37	21 JAN 97	AUDIO CASSETTE

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

15 Jan 97

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015579	00094	TEETERS CULLIGAN	34.70	21 JAN 97	WATER & COOLER RENTAL-WH. JA
015580	00095	THINK TANK INFORMATION SYSTE	190.00	21 JAN 97	COMPUTER REPAIRS-WHEATFIELD
015581	00096	UNITED TELEPHONE COMPANY	157.27	21 JAN 97	WHEATF.PHONES-JAN 1997
--TOTAL AMOUNT OF CLAIMS--			51972.53		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 51972.53. Dated 21 JAN 97.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
DECEMBER 30, 1996

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$1,919.37	\$24,577.55
DeMotte	\$617.06	\$9,283.86		
Rensselaer	\$926.89	\$10,967.34		
Wheatfield	\$375.42	\$4,326.35		
PHOTOCOPIES.....			\$520.59	\$7,119.83
DeMotte	\$153.00	\$2,617.39		
Rensselaer	\$284.35	\$3,410.60		
Wheatfield	\$83.24	\$1,091.84		
CARDS.....			\$48.00	\$989.00
DeMotte	\$10.00	\$331.50		
Rensselaer	\$24.00	\$557.00		
Wheatfield	\$14.00	\$100.50		
INTEREST.....			\$5,780.28	\$18,339.29
TAXES.....			\$144,770.17	\$967,982.89
Property Tax	\$127,241.90	\$548,850.77		
Financial Institution Tax	\$897.50	\$1,702.36		
License Excise Tax	\$16,630.77	\$61,520.74		
Local Option/Certified Shares	\$0.00	\$317,922.00		
Local Option/Property Tax Repl.	\$0.00	\$35,828.00		
State Distribution	\$0.00	\$2,159.02		
REFUNDS.....			\$0.70	\$3,864.60
B&T - Book Lease Postage	\$0.00	\$146.69		
Insurance Claims/Refunds	\$0.00	\$2,649.28		
Satellite Grant Reimbursement	\$0.00	\$207.01		
Salem Press-Book Overpayment	\$0.00	\$450.00		
Video/Magazine Rebates/Reimburs	\$0.00	\$223.92		
Bureau of Educ.Research/Mtg Ref.	\$0.00	\$149.00		
Incolsa/Prog.Refreshment Reimbui	\$0.00	\$8.97		
A.T.& T. credit refund	\$0.00	\$0.35		
Bic Pen Refund	\$0.00	\$5.00		
Misc. - Other	\$0.70	\$19.38		
Bank Debit	\$0.00	\$5.00		
TOTAL OPERATING FUND RECEIPTS.....			\$153,039.11	\$1,022,873.16
PLAC FUND.....			\$20.00	\$300.00
GIFT FUNDS.....			\$1,029.65	\$2,974.79
DeMotte	\$25.00	\$470.00		
Rensselaer	\$1,004.65	\$1,708.90		
Wheatfield	\$0.00	\$795.89		
BOND & INTEREST REDEMPTION FUND.....			\$94,057.64	\$398,059.39
Property Tax	\$82,714.69	\$356,960.68		
Financial Institution Tax	\$532.00	\$1,106.64		
License Excise Tax	\$10,810.95	\$39,992.07		
HOST/HOSPITALITY FUND.....			\$0.00	\$700.50
LIBRARY IMPROVEMENT FUND.....			\$40,118.02	\$41,112.93
ORAL HISTORY GRANT FUND.....			\$0.00	\$1,700.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$1,713.00
INDIANA TECHNOLOGY GRANT FUND.....			\$316.45	\$3,796.45
CONSTRUCTION FUND.....			\$0.00	\$602.51
Interest Earned	\$0.00	\$602.51		
Bldg. Contractor-Reimbursement	\$0.00	\$0.00		
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$53.07
TOTAL RECEIPTS - ALL FUNDS.....			\$288,580.87	\$1,473,885.80

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

02 Jan 97

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
1.11	SALARY OF LIBRARIAN	41912.00	.00	41912.00	.00	.00	41912.00
1.12	SALARY OF ASSISTANTS	468417.00	24357.78	492774.78	.00	.00	492774.78
1.13	WAGES OF JANITORS	33591.00	2775.75	36366.75	.00	.00	36366.75
1.21	EMPLOYER'S SHARE-FICA	41611.00	2078.74	43689.74	.00	.00	43689.74
1.22	UNEMPLOYMENT COMPENSATION	3104.00	.00	3104.00	.00	.00	3104.00
1.23	EMPLOYER'S CONTRIB.- PERF	24150.00	.00	24150.00	.00	.00	24150.00
1.24	EMPLOYER'S CONTRIB.- INS.	16200.00	.00	16200.00	.00	.00	16200.00
1.31	OTHER PERSONAL SERVICES	1000.00	.00	1000.00	.00	.00	1000.00
2.11	OFFICIAL RECORDS	1000.00	.00	1000.00	.00	.00	1000.00
2.12	STATIONERY AND PRINTING	700.00	.00	700.00	.00	.00	700.00
2.13	OTHER OFFICE SUPPLIES	5200.00	.00	5200.00	.00	.00	5200.00
2.21	CLEANING & SANITATION SUPPLIES	4000.00	.00	4000.00	.00	.00	4000.00
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	.00	20.00
2.23	OTHER OPERATING SUPPLIES	4200.00	.00	4200.00	.00	.00	4200.00
2.31	BUILDING MATERIALS & SUPPLIES	700.00	.00	700.00	.00	.00	700.00
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00
2.33	REPAIR PARTS	500.00	.00	500.00	.00	.00	500.00
2.41	LIBRARY SUPPLIES	4500.00	.00	4500.00	.00	.00	4500.00
2.42	AUTOMATION SUPPLIES	4300.00	.00	4300.00	.00	.00	4300.00
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.00	.00
3.13	LEGAL SERVICES	1250.00	.00	1250.00	.00	.00	1250.00
3.14	OTHER PROFESSIONAL SERVICES	9400.00	.00	9400.00	.00	.00	9400.00
3.21	TELEPHONE	12000.00	.00	12000.00	.00	.00	12000.00
3.22	POSTAGE	6650.00	.00	6650.00	.00	.00	6650.00
3.23	TRAVELING EXPENSE	4500.00	.00	4500.00	.00	.00	4500.00
3.24	PROFESSIONAL MEETINGS	6200.00	.00	6200.00	.00	.00	6200.00
3.25	FREIGHT	50.00	.00	50.00	.00	.00	50.00
3.26	NETWORK INFRASTRUCTURE	17621.00	.00	17621.00	.00	.00	17621.00
3.31	ADVERTISING & PUBLIC NOTICES	900.00	.00	900.00	.00	.00	900.00
3.32	OTHER PRINTING	150.00	.00	150.00	.00	.00	150.00
3.41	OFFICIAL BONDS	250.00	.00	250.00	.00	.00	250.00
3.42	OTHER INSURANCE	18000.00	.00	18000.00	.00	.00	18000.00
3.51	GAS	27000.00	.00	27000.00	.00	.00	27000.00
3.52	ELECTRICITY	51000.00	.00	51000.00	.00	.00	51000.00
3.53	WATER	1000.00	.00	1000.00	.00	.00	1000.00
3.54	WASTE DISPOSAL SERVICES	2500.00	.00	2500.00	.00	.00	2500.00
3.61	BUILDING & STRUCTURES	34000.00	.00	34000.00	.00	.00	34000.00
3.62	EQUIPMENT	4000.00	.00	4000.00	.00	.00	4000.00
3.71	REAL ESTATE	.00	.00	.00	.00	.00	.00
3.72	EQUIPMENT	225.00	.00	225.00	.00	.00	225.00
3.91	DUES	2100.00	.00	2100.00	.00	.00	2100.00
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00
3.94	TRANSFER TO LIRF	55000.00	.00	55000.00	.00	.00	55000.00
3.95	SERVICE CONTRACTS	9400.00	.00	9400.00	.00	.00	9400.00
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.00	.00
3.98	MAINTENANCE CONTRACTS	30000.00	.00	30000.00	.00	.00	30000.00
4.1	LAND	.00	.00	.00	.00	.00	.00
4.2	BUILDINGS	.00	.00	.00	.00	.00	.00
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.00	.00
4.4	FURNITURE & EQUIPMENT	42000.00	.00	42000.00	.00	.00	42000.00
4.51	BOOKS	137000.00	.00	137000.00	.00	.00	137000.00
4.52	PERIODICALS & NEWSPAPERS	40000.00	.00	40000.00	.00	.00	40000.00
4.53	NONPRINTED MATERIALS	30000.00	.00	30000.00	.00	.00	30000.00
	-TOTAL-	1197621.00	29212.27	1226833.27	.00	.00	1226833.27

FEB.

AGENDA

Jasper County Public Library Board of Trustees
Tuesday, February 11, 7:00 PM
Rensselaer StorytimeRoom
Monthly Meeting

	<u>Purpose</u>
<u>Opening of meeting</u>	
A. Moment of silence	
B. Approval of agenda format	Action
<u>Approval of Consent Agenda Items</u>	Action
A. Minutes (R 1)	
B. Bills/Financial Reports (F)	
C. Transfer of \$3,300 in funds from 4.52 to 4.53. (R 21)	
D. Library Policies (R 7 - R14)	
E. Workshop Approval (R 21)	
<u>General Business</u>	
A. Repurchase agreement presentation (R 21)	Action
B. Internet Policy (R 15 - R 20)	Action
C. Technology Project (R 21)	Action
D. Building Problems (R 21)	Discussion
E. NILBA dinner report (Anne Marie and Barb)	Information
F. Board Retreat (R 21)	Discussion
<u>Director's Report</u> (R 21 -R 24)	Discussion
<u>Items for future Agendas</u>	
<u>Public Forum</u>	
<u>Adjournment</u>	

MINUTES.....January 21, 1997
Meeting of the Jasper County Public Library Board of Trustees 7:00 PM
Rensselaer Library

Present: Mary Duggleby, Robert Souza, Anne-Marie Egan, Lynn Daugherty.

BOARD OF FINANCE

M. Duggleby opened the meeting in the absence of the president. R. Souza moved to elect the officers of the library board to the same positions on the Board of Finance. A-M Egan seconded the motion. All were in favor.

The repurchase agreement presentation by John Price of Bank One was postponed until the February 11th meeting. The Investment Report listing the CDs purchased during 1996 was presented and accepted on a motion by M. Duggleby, seconded by R. Souza. Motion carried.

A-M Egan made a motion to accept the accounting practices for 1997 as presented. R. Souza seconded the motion. Vote was unanimous.

R. Souza moved, seconded by A-M Egan, to adjourn the Board of Finance Meeting at 7:07 PM.

JANUARY BOARD MEETING

M. Duggleby presided over the meeting.

AGENDA: A revised agenda was presented and accepted with the addition of part *E. Old Check* to the Consent Agenda on a motion by R. Souza, seconded by A-M Egan.

CONSENT AGENDA: A-M Egan moved to approve the Consent Agenda Items which included the December Minutes, Bills/Financial Reports, 1997 Salary Ordinance, receipt back of outstanding check, the JCPL Code Of Ethics Policy and changes as suggested to the General Policy Statement. R. Souza seconded the motion. Vote was unanimous.

INTERNET POLICY: Questions arose during the discussion of the Internet Acceptable Use Policy regarding patron access to paid library subscriptions on the internet. Secondly, do we or don't we allow a patron to subscribe to a service on our workstation? Although those present and M. Casey all approved of the policy as written, they decided not to vote. The policy will again be addressed and voted on at the February Meeting when more members are present.

The Financial Computer will be a stand alone unit with no internet access available through it for safety purposes.

CIRCULATING CD-ROM POLICY: R. Souza moved, seconded by A-M Egan, to adopt the Circulating CD-Rom Policy as presented. All were in favor.

1997 STANDING COMMITTEES: Budget Committee - P. O'Rourke, A-M Egan, W. Doty; Policy - M.L. Casey, M. Duggleby, B. Leestma, A-M Egan; Director Evaluation - B. Leestma, M. Duggleby, R. Souza; Nominating - W. Doty, P. O'Rourke, R. Souza.

TELECONFERENCE CALL: M. L. Casey joined the meeting via teleconferencing and gave her approval to the motions made at the Board of Finance Meeting as the fourth board member voting in order to constitute a quorum. L. Daugherty reviewed the motions made during the business meeting thus far, regarding the Agenda, Consent Agenda and Circulating CD-Rom Policy. M.L. Casey cast an affirming vote to these motions also.

TECHNOLOGY GRANT: At this time, it appears that data communication between the libraries will include a 56kb frame relay line between Rensselaer and Wheatfield and (Solectek) wireless technology between the other two libraries. L. Daugherty will work with the KV School System on an agreement providing for cost sharing, technical support, and resource sharing, for a wireless connection between DeMotte and Wheatfield libraries and the schools. When firm figures are in place, the board may be polled for a verbal approval so we can finalize specifications to let bids out as soon as possible. New date for receiving our Internet connection is March 17.

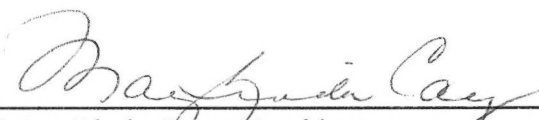
DIRECTOR'S REPORT: The ILF Legislative Day is scheduled for Wednesday, February 12th. Issues on the agenda concern state funding, Inspire Project, state funding of Reciprocal Borrowing and subsequent elimination of PLAC cards, windows of the world technology, etc.. L. Daugherty will invite our legislators to attend. If any board member is interested in attending, please let her know before the February 3, 1997 deadline.

NILBA Dinner is slated for January 30th at the Westchester P.L. at 7:00 PM. Reservations must be no later than January 27th if you are interested in attending.

FUTURE AGENDAS: Do we wish to schedule a board retreat to reflect on the direction we want to take and planning towards these goals?

With no other business to discuss, M.L. Casey moved to adjourn with R. Souza seconding the motion. Meeting adjourned at 7:45 PM.


Attest: Mary Duggleby, Secretary


Mary Linda Casey, President

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE	-14.3%	4.4%	7.8%
END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	36835	49166	25871
Total Titles Owned	34122	45234	23705
Daily Avg Circulation	393	418	166
XX			
MONTHLY SYSTEM STATISTICS	1996	1997	% change
Circulation	24494	23643	-3%
Jan. to date circulation	24494	23643	-3%

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
January 1997

	DEMOTTER	RENSSELAER	WHEATFIELD	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	164	111	172	447	96.9
LOCAL HISTORY					
In person	6	12		18	5.1
Letters written		3		3	3.0
IN-HOUSE USE - HARDWARE/SOFTWARE					
Computer agreements	10	102	19	131	10.9
Computer software used	10	89	23	122	10.2
VCR Use	2	5		7	0.9
Microforms		39		39	5.2
CD ROM software used	210	134	60	404	33.7
Public use of FAX service	14	16	18	48	8.0
Typewriter use	5	5	2	12	0.6
Other equipment used	1	2	1	4	1.3
OTHER LIBRARY SERVICES USED					
Walking book visits	4	3		7	4.7
Notarized documents	3	3		6	1.5
Meeting Room Use (number of groups)	54	34	27	115	38.3
Study room use	20	27		47	3.9
Ref book/vf copies made				0	0.0
INTERLIBRARY LOANS					
Requests made for:	73	38	24	135	33.8
Items rec'd for:	22	19	6	47	23.5
Items requested by other libraries				0	
Items supplied to other libraries				0	0.0
PROGRAMS					
Children's Programs (0-13)	11	4		15	90
Number attending	224	88		312	
YA Programs (14-17)				0	0
Number attending			3	3	
Adult Programs	1	8	1	10	60
Number attending	9	66	4	79	
Senior Citizen Programs	1		2	3	18
Number attending	16	12	8	36	
TOTAL NO. OF PROGRAMS	13	12	3	28	168
TOTAL PERSONS ATTENDING	249	166	15	430	
TOTAL HOURS SPENT					617.4

CIRCULATION BY PATRON CODE
January 1997

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
Adult Male (0)	1244	14.2%	1135	11.6%	550	14.3%	2929	13.1%
Adult Female (1)	5176	59.0%	5455	55.8%	2140	55.7%	12771	57.0%
Juvenile 0-11 (2)	983	11.2%	1212	12.4%	606	15.8%	2801	12.5%
YA 12-17 (3)	482	5.5%	719	7.4%	299	7.8%	1500	6.7%
Nonresident No Fee (4)	124	1.4%	249	2.5%	4	0.1%	377	1.7%
Board/Staff (5)	406	4.6%	443	4.5%	217	5.6%	1066	4.8%
School (6)	0	0.0%	15	0.2%	0	0.0%	15	0.1%
St. Joseph College (7)	0	0.0%	16	0.2%	0	0.0%	16	0.1%
State Library Card (8)	2	0.0%	1	0.0%	0	0.0%	3	0.0%
Nonresident Fee (9)	31	0.4%	160	1.6%	0	0.0%	191	0.9%
Corporate (10)	0	0.0%	91	0.9%	21	0.5%	112	0.5%
Reciprocal (11)	323	3.7%	280	2.9%	4	0.1%	607	2.7%
Total	8771		9776		3841		22388	
 Total items borrowed by nonresidents	 480	 5.5%	 721	 7.4%	 8	 0.2%	 1209	 5.4%

PATRON REGISTRATION
January 1997

	DeMotte	Rensselaer	Wheatfield	All Libraries
Borrowers--Start of month:	6697	6943	2808	16448
Borrowers--End of month:	5271	5577	2263	13111
 Non-resident, paying	 22	 30	 0	 52
PLAC card users	2	4	1	7
Reciprocal borrowers	177	96	11	284

MEMORANDUM

Board Bylaws Staff Ethics Policy

Summary: The Policy Committee recommends approving the Staff Ethics Policy as written. It recommends that the Board approve the Bylaws as written, with the exception of the provision for the President to be the Assistant Treasurer. It recommends the approval of a Bylaws revision making the Vice President the Assistant Treasurer.

Discussion: The Board voted to make the change from the President as Assistant Treasurer to the Vice President as Assistant Treasurer at the December board meeting. The change in Article 6, Section 5 of the bylaws simply makes that change official.

Vote: To approve the Staff Ethics Policy as written and to approve the change in Article 6, Section 5 of the Bylaws as recommended by the Policy Committee.

Library Employees Code of Ethics

Jasper County Public Library

Library employees significantly influence or control the selection, organization, preservation, and dissemination of information.

In a political system grounded in an informed citizenry, library employees are explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

As an employee of the Jasper County Public Library, I will:

- provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
- resist all efforts by groups or individuals to censor library materials.
- protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
- distinguish clearly, in my actions and statements, between my personal philosophy and attitudes and those of my Library.
- avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or my Library.
- not speak or act in ways that are detrimental to my fellow staff, the Board or the Library.

BYLAWS OF THE BOARD OF TRUSTEES
OF THE
JASPER COUNTY PUBLIC LIBRARY

ARTICLE I

ORGANIZATION

Section 1 Name. The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board".

Section 2 Organization. The Board is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of I.C. 20-14.

ARTICLE II

STATUTORY AUTHORITY

The Board shall govern and set policy for all of the affairs of the public library under the provisions of I.C. 20-14-3-2. It may make rules for the discharge of its responsibilities, and it may manage and insure all real property belonging to the public library.

ARTICLE III

PURPOSE AND DUTIES

Section 1 The Board shall govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.

Section 2 The Board shall employ a competent and qualified library Director to carry out its policies, under provisions of I.C. 20-14-2-7.

Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.

Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.

- Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

ARTICLE IV

TRUSTEES

- Section 1 Appointments. The application, appointment, term and removal of trustees shall be in accordance with provisions of I.C. 20-14-2.5-1 to 4 and I.C. 20-14-2.5-6b and I.C. 20-14-2.5-12 to 14.
- Section 2 Compensation. According to the provisions of I.C. 20-14-2.5-15, members of the Board shall serve without compensation. A board member may not serve as a paid employee of the public library.

ARTICLE V

MEETINGS

- Section 1 Open Door Law. Meetings of the Board are subject to Indiana's Open Door Law, I.C. 5-14-1.5. All meetings of the Board, except necessary executive sessions, shall be open to the public.
- Section 2 Meetings. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 20-14-2-6.
- Section 3 Regular monthly meetings. February through November meetings will be held in the second week of the month. The January and December meetings will be held in the third week of the month.
- Ten meetings will be held at the Rensselaer Library, one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. Dates and places for the following year will be determined annually.
- Section 4 Special meetings. Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time, place and purpose of such meetings, according to provisions of I.C. 20-14-2-6. Public notice must also be given of such meetings, in accordance with provisions of I.C. 5-14-1.5-5.

Section 5 Executive sessions. Executive sessions may be called by the President or any two (2) Board members and must appear on the agenda of the meeting. Executive sessions may be held only in the following instances under provisions of I.C. 5-14-1.5-6 :

where authorized by federal or state statute

for discussion of strategy with respect to : collective bargaining; initiation of litigation or pending or threatened litigation; the implementation of security systems; the purchase or lease of real property

interview with industrial or commercial prospects or their agents

with respect to any employee's status or alleged misconduct

for discussion of confidential records

to discuss job performance evaluation of individual employees

Section 6 Quorum. For all board meetings, four (4) members shall constitute a quorum.

Section 7 Majority vote. An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Section 8 Conduct of meetings. Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Section 9 Recommended order of business

Executive session (when necessary)
Approval of agenda format
Approval of consent agenda
General business
Director's Report
Items for future agendas
Public forum
Adjournment

Section 10 Director. The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

ARTICLE VI

OFFICERS OF THE BOARD

Section 1 The Board shall elect annually a President, Vice-President, Secretary and Treasurer, under provisions of I.C. 20-14-2-6. Terms of office shall begin on January 1. Officers shall be elected for no more than two (2) consecutive terms in the same office.

Section 2 President. The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned by the Board.

Section 3 Vice-president. The vice-president shall preside over meetings in the absence of the president and shall perform such duties assigned by the President.

Section 4 Secretary. The secretary shall oversee minute-taking and correspondence done by library clerical staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call, under provisions of I.C. 5-14-1.5-4b.

The minutes shall be available within one week after the meeting and are open for public inspection and copying, according to provisions of I.C. 5-14-1.5-4c.

Section 5 Treasurer. The treasurer shall be responsible for insuring that adequate financial records are kept by library staff, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed bi-annually.

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. The Vice President shall also hold the office of Assistant Treasurer in order to issue warrants in the absence of the treasurer.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with I.C. 20-14-2-5g. Any other officer authorized by the Board to sign checks shall also give such bond.

- Section 6 Nominating Committee: The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.
- Section 7 Vacancies. When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

ARTICLE VII

FINANCES

- Section 1 Finance powers. The Board shall have such finance powers as are set forth in I.C. 20-14-3-8, shall establish funds to keep money and securities of the library, in accordance with I.C. 20-14-3-9, shall invest excess funds in accordance with I.C. 5-13-9.
- Section 2 Borrowing. Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.
- Section 3 Special Board of Finance. The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

ARTICLE VIII

COMMITTEES

- Section 1 The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.
- Section 2 Other committees shall be appointed at the discretion of the President.

ARTICLE IX

ROLE OF THE DIRECTOR

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

ARTICLE X

AMENDMENTS

- Section 1 Amendments to these bylaws may be proposed at any meeting of the Board.
- Section 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95; rev. 12/95, 2/96

MEMORANDUM

Internet Acceptable Use Policy

Summary: The revision of the Policy eliminates duplication of thought, but changes the content in only two respects:

The statement about accessing or processing pornographic material or inappropriate text files is expanded to cover "sending, receiving or displaying text or graphics that may be reasonably construed as obscene or offensive".

A statement is added clearly giving the library the right to end an Internet session in the event that inappropriate material is displayed on the screen.

Discussion: At the January meeting, all board members attending were in agreement with the policy as revised and with the proposed procedures. Since the issue was advertised as a "discussion" issue and since several board members were not present, a formal vote was delayed until the February meeting.

It was generally recognized that only by trial and error will we develop a totally satisfactory procedure for handling this new library service and that changes will be made as issues arise.

I have included again copies of the present and draft revision of the Acceptable Use Policy, but have not duplicated the procedure and guidelines papers given to you in the January board packet.

Vote: To accept the Acceptable Use Policy as revised.

Jasper County Public Library Acceptable Use Policy

The Internet is a network of networks, changing constantly, making a wealth of information available to users. The Jasper County Public Library (JCPL) Internet access is offered in order to give all members of the library's service district free, open and equal access to ideas and information.

JCPL has the right to set and enforce rules and regulations concerning the use of the Internet access and to change those rules at any time, without notice.

Internet access rights may be suspended or revoked by the JCPL administration at any time, without prior notice or hearing, for abusive conduct or violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Acceptable Use Policy.

The user agrees to abide by the following agreements and statements:

1. Because the Internet provides access to networks around the world, users (and parents of users, if user is under 18 years of age) specifically understand that JCPL has no control over the content of information residing on the Internet. The Library specifically denies any responsibility for the accuracy or quality of information obtained through its service.

Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should monitor usage of the system.

2. JCPL makes no warranties, expressed or implied, for the service it is providing. The Library will not be responsible for any damages suffered, including lost data, information or income.
3. Users must refrain from inappropriate Internet conduct. Examples of inappropriate conduct include but are not limited to:
 - use of the Internet to violate any local, state or federal statute
 - use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network

- use of the network for solicitation, advertisement, or for any other commercial purposes.
 - violating copyright restrictions
 - using obscene, abusive or sexually explicit language in either public or private messages
 - engaging in harassing behavior such as sending or posting slanderous, libelous, or threatening messages
 - other activities that could interfere with or disrupt network users, services, or equipment
4. All communications and information accessible via the network should be assumed to be private property
 5. The Library reserves the right to limit the amount of time users may spend online
 6. Users of the Internet have access to thousands of networks. Each network or system has its own set of policies and procedures. Actions which are routinely allowed on one network/system may be controlled, or even forbidden, on other networks. It is the user's responsibility to abide by the policies and procedures of these other network/systems.

In consideration for the privilege of using JCPL's Internet access, and for having access to the information contained on the Internet, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.

2/96

**Jasper County Public Library
Internet Acceptable Use Policy
Agreement**

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 - use of the network for solicitation, advertisement, or for any other commercial purposes.
 - engaging in harassing behavior such as sending or posting slanderous, libelous, or threatening messages
 - other activities that could interfere with or disrupt network users, services, or equipment

4. ***Because the library is a public place, staff has the authority to end an Internet session when inappropriate material displays on the screen.***
5. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice or hearing, for abusive conduct or violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Acceptable Use Policy.
6. All communications and information accessible via the network should be assumed to be private property. Copyright restrictions may not be violated.
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2/96; draft revision 1/97

**JCPL FINANCIAL STATEMENT
JANUARY 1997**

	<u>Beginning 1997 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$428,405.17	\$3,778.11	\$3,778.11	\$77,682.19	\$77,682.19	\$354,501.09
Investments \$353,100.00						
Public Library Access Card Fund	\$40.00	\$21.00	\$21.00	\$40.00	\$40.00	\$21.00
Gift Fund	\$2,694.83	\$25.00	\$25.00	\$90.24	\$90.24	\$2,629.59
DeMotte	\$905.58	\$15.00	\$15.00	\$34.95	\$34.95	\$885.63
Rensselaer	\$1,019.55	\$10.00	\$10.00	\$55.29	\$55.29	\$974.26
Wheatfield	\$769.70	\$0.00	\$0.00	\$0.00	\$0.00	\$769.70
Bond & Interest Redemption Fund	\$96,902.46	\$0.00	\$0.00	\$0.00	\$0.00	\$96,902.46
Investments \$96,900.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Improvement Reserve Fund	\$69,841.66	\$170.13	\$170.13	\$0.00	\$0.00	\$70,011.79
Investments \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund	\$1,471.65	\$0.00	\$0.00	\$0.00	\$0.00	\$1,471.65
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$376.80	\$0.00	\$0.00	\$300.00	\$300.00	\$76.80
Indiana Technology Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$9,263.77	\$131.92	\$131.92	\$0.00	\$0.00	\$9,395.69
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$328.78	\$0.00	\$0.00	(\$17.79)	(\$17.79)	\$346.57
Employee P.E.R.F.	\$2,991.93	\$0.00	\$0.00	\$1,900.67	\$1,900.67	\$1,091.26
TOTAL ALL FUNDS.....	\$612,517.05	\$4,126.16	\$4,126.16	\$79,995.31	\$79,995.31	\$536,647.90

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
31 Jan 97

1.	BANK ONE CHECKING	127244.44
2.	BANK ONE-CONSTRUCTION FUND SAV	9395.69
3.	BANK ONE-LIRF	70011.79
4.		.00
5.	DEMOTTE STATE BANK	4995.98
6.		.00
7.		.00
8.		.00
9.		.00
10.		.00
11.		.00
12.		.00
13.	PEOPLES STATE BANK CDs (3)	325000.00
14.		.00
15.		.00
TOTAL ALL BANK ACCOUNTS		536647.90

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 31 Jan 97

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
14 FEB 97	30000285	PEOPLES STATE	62 DAY	125000.00	5.55	OPERATING	17 DEC 96	.00	
16 JUN 97	30000284	PEOPLES STATE	181 DAYS	200000.00	5.55	OP-103100;B	17 DEC 96	.00	
		--TOTALS--		325000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 31 Jan 97

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
16 JAN 97	30000286	PEOPLES STATE	30 DAY	125000.00	5.30	OPERATING	17 DEC 96	544.52	
		--TOTALS--		125000.00				544.52	

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 31 Jan 97

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	41912.00	3392.13	3392.13	38519.87	8.1
1.12	SALARY OF ASSISTANTS	492774.78	36585.88	36585.88	456188.90	7.4
1.13	WAGES OF JANITORS	36366.75	2377.95	2377.95	33988.80	6.5
1.21	EMPLOYER'S SHARE-FICA	43689.74	3240.25	3240.25	40449.49	7.4
1.22	UNEMPLOYMENT COMPENSATION	3104.00	148.39	148.39	2955.61	4.8
1.23	EMPLOYER'S CONTRIB.- PERF	24150.00	5485.53	5485.53	18664.47	22.7
1.24	EMPLOYER'S CONTRIB.- INS.	16200.00	810.00	810.00	15390.00	5.0
1.31	OTHER PERSONAL SERVICES	1000.00	20.00	20.00	980.00	2.0
2.11	OFFICIAL RECORDS	1000.00	18.27	18.27	981.73	1.8
2.12	STATIONERY AND PRINTING	700.00	.00	.00	700.00	.0
2.13	OTHER OFFICE SUPPLIES	5200.00	303.06	303.06	4896.94	5.8
2.21	CLEANING & SANITATION SUPPLIES	4000.00	2.24	2.24	3997.76	.1
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	.00	20.00	.0
2.23	OTHER OPERATING SUPPLIES	4200.00	11.35	11.35	4188.65	.3
2.31	BUILDING MATERIALS & SUPPLIES	700.00	52.50	52.50	647.50	7.5
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	.00	200.00	.0
2.33	REPAIR PARTS	500.00	.00	.00	500.00	.0
2.41	LIBRARY SUPPLIES	4500.00	49.05	49.05	4450.95	1.1
2.42	AUTOMATION SUPPLIES	4300.00	.00	.00	4300.00	.0
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	.00	.00	1250.00	.0
3.14	OTHER PROFESSIONAL SERVICES	9400.00	100.00	100.00	9300.00	1.1
3.21	TELEPHONE	12000.00	896.17	896.17	11103.83	7.5
3.22	POSTAGE	6650.00	14.63	14.63	6635.37	.2
3.23	TRAVELING EXPENSE	4500.00	168.90	168.90	4331.10	3.8
3.24	PROFESSIONAL MEETINGS	6200.00	99.00	99.00	6101.00	1.6
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17621.00	946.18	946.18	16674.82	5.4
3.31	ADVERTISING & PUBLIC NOTICES	900.00	.00	.00	900.00	.0
3.32	OTHER PRINTING	150.00	.00	.00	150.00	.0
3.41	OFFICIAL BONDS	250.00	.00	.00	250.00	.0
3.42	OTHER INSURANCE	18000.00	.00	.00	18000.00	.0
3.51	GAS	27000.00	3663.23	3663.23	23336.77	13.6
3.52	ELECTRICITY	51000.00	3133.73	3133.73	47866.27	6.1
3.53	WATER	1000.00	74.90	74.90	925.10	7.5
3.54	WASTE DISPOSAL SERVICES	2500.00	256.37	256.37	2243.63	10.3
3.61	BUILDING & STRUCTURES	34000.00	1350.24	1350.24	32649.76	4.0
3.62	EQUIPMENT	4000.00	227.50	227.50	3772.50	5.7
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	41.95	41.95	183.05	18.6
3.91	DUES	2100.00	30.00	30.00	2070.00	1.4
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	55000.00	.00	.00	55000.00	.0
3.95	SERVICE CONTRACTS	9400.00	765.20	765.20	8634.80	8.1
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	30000.00	99.00	99.00	29901.00	.3
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	42000.00	.00	.00	42000.00	.0
4.51	BOOKS	137000.00	10076.58	10076.58	126923.42	7.4
4.52	PERIODICALS & NEWSPAPERS	40000.00	1221.57	1221.57	38778.43	3.1
4.53	NONPRINTED MATERIALS	30000.00	2020.44	2020.44	27979.56	6.7
	-TOTAL-	1226833.27	77682.19	77682.19	1149151.08	6.3

CHANGES TO APPROPRIATION REPORT
DATE 31 Jan 97

Fund/Account No	Date	Amount	Explanation
100-1.12	02 Jan 97	24357.78	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.13	02 Jan 97	2775.75	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.21	02 Jan 97	2078.74	ENCUMBERED FUNDS/BD.ACTION 12-96
180-3.14	15 Jan 97	131.92	INTEREST EARNED 4th QUARTER 1996

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

31 Jan 97

CONSTRUCTION FUND		ANNUAL	CHANGE TO	CURRENT	DISBURSMENTS	DISBURSMENTS	APPROPRIATION
ACNT #	DESCRIPTION	APPROPRIATION	APPROPRIATION	APPROPRIATION	THIS MONTH	YEAR-TO-DATE	BALANCE
3.14	OTHER PROFESSIONAL SERVICES	.00	131.92	734.43	.00	900.00	-165.57
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	430.00	-430.00
4.4	FURNITURE & EQUIPMENT	9991.26	.00	9991.26	.00	.00	9991.26
	-TOTAL-	9991.26	131.92	10725.69	.00	1330.00	9395.69

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Jan 97

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
EFT DEBIT	00038	INTERNAL REVENUE SERVICE CEN	5025.80	10 JAN 97	FICA & FED TAXES WITHHELD 10
					REF.#00462209-TRANSF.13 JAN
EFT DEBIT	00141	INTERNAL REVENUE SERVICE CEN	5524.08	24 JAN 97	FED.& FICA TAXES WITHHELD 24
					EFT #00678692-TRANSFER 27 JA
EFT DEBIT	00140	INDIANA DEPARTMENT OF REVENUE	1785.78	24 JAN 97	STATE & COUNTY TAX WITHHELD-
					VERIFICATION #42; REF. #4051
					1/24/97 @ 9:23am cst
TRANSFER	00139	JASPER COUNTY PUBLIC LIBRARY	125000.00	24 JAN 97	30 DAY CD #30000286 MATURED
DEBIT ENT	00138	DEMOTTE STATE BANK	18.27	24 JAN 97	DEPOSIT SLIPS-12/17/96
006035	00014	MARLENE BEEDLE	443.27	10 JAN 97	PAYROLL
006036	00022	YVONNE J. BEEVER	753.00	10 JAN 97	PAYROLL
006037	00025	BELSTRA, COURTNEY B.	125.92	10 JAN 97	PAYROLL
006038	00007	GLENDIA BROWN	603.76	10 JAN 97	PAYROLL
006039	00010	RENEE CARR	479.07	10 JAN 97	PAYROLL
006040	00029	VALERIE A. COLVIN	91.90	10 JAN 97	PAYROLL
006041	00009	LYNN DAUGHERTY	883.71	10 JAN 97	PAYROLL
006042	00032	LYNDA E. DAY	463.88	10 JAN 97	PAYROLL
006046	00013	JULIE EISELE	460.45	10 JAN 97	PAYROLL
006047	00001	CHARLOTTE FAGEN	655.50	10 JAN 97	PAYROLL
006048	00028	STEPHANIE D. FILSON	435.70	10 JAN 97	PAYROLL
006049	00026	HEEKE, MICHELLE M.	834.99	10 JAN 97	PAYROLL
006050	00033	SANDRA L. HESTERMAN	170.85	10 JAN 97	PAYROLL
006051	00012	ROSE E. HOWARD	513.07	10 JAN 97	PAYROLL
006052	00015	GAIL M. JUNG	639.40	10 JAN 97	PAYROLL
006053	00021	ANGELA M. KARCH	111.33	10 JAN 97	PAYROLL
006054	00008	DIANA KOBY	399.95	10 JAN 97	PAYROLL
006055	00004	JOAN KOPANDA	475.16	10 JAN 97	PAYROLL
006056	00005	KROS, DIANE	565.03	10 JAN 97	PAYROLL
006057	00017	SHARON K. LEWIS	80.35	10 JAN 97	PAYROLL
006058	00035	KRISTINE L. MAYES	75.19	10 JAN 97	PAYROLL
006059	00036	MOONEY, LOREILENE M.	43.86	10 JAN 97	PAYROLL
006060	00027	DIANE M. OPOLSKI	332.54	10 JAN 97	PAYROLL
006061	00006	BONNIE POWELL	437.11	10 JAN 97	PAYROLL
006062	00023	ANNETTE M. PRATT	91.60	10 JAN 97	PAYROLL
006063	00030	JACKIE REAGAN	495.48	10 JAN 97	PAYROLL
006064	00024	LISA RUSHER	483.54	10 JAN 97	PAYROLL
006065	00002	SHARON SCHULENBERG	570.17	10 JAN 97	PAYROLL
006066	00019	JACK STANDISH	292.43	10 JAN 97	PAYROLL
006067	00003	JILL TACHTIRIS	605.26	10 JAN 97	PAYROLL
006068	00034	VIRGINIA VIS	58.49	10 JAN 97	PAYROLL
006069	00037	VIRGINIA L. VIS	163.74	10 JAN 97	PAYROLL
006070	00031	SUSAN M. WAKELAND	91.90	10 JAN 97	PAYROLL
006071	00016	WEBSTER, RACHAEL D.	218.41	10 JAN 97	PAYROLL
006072	00011	WHITED, AMBER	286.72	10 JAN 97	PAYROLL
006073	00020	MARGARET M. WOODS	558.10	10 JAN 97	PAYROLL
006074	00018	LEANNE YORK	825.64	10 JAN 97	PAYROLL
006075	00110	MARLENE BEEDLE	415.45	24 JAN 97	PAYROLL
006076	00118	YVONNE J. BEEVER	798.30	24 JAN 97	PAYROLL

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Jan 97

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
006077	00121	BELSTRA, COURTNEY B.	95.53	24 JAN 97	PAYROLL
006078	00103	GLENDA BROWN	622.69	24 JAN 97	PAYROLL
006079	00106	RENEE CARR	433.29	24 JAN 97	PAYROLL
006080	00125	VALERIE A. COLVIN	271.05	24 JAN 97	PAYROLL
006081	00105	LYNN DAUGHERTY	929.78	24 JAN 97	PAYROLL
006082	00128	LYNDA E. DAY	423.37	24 JAN 97	PAYROLL
006083	00109	JULIE EISELE	531.24	24 JAN 97	PAYROLL
006084	00097	CHARLOTTE FAGEN	723.38	24 JAN 97	PAYROLL
006085	00124	STEPHANIE D. FILSON	475.01	24 JAN 97	PAYROLL
006086	00122	HEEKE, MICHELLE M.	880.29	24 JAN 97	PAYROLL
006087	00129	SANDRA L. HESTERMAN	254.54	24 JAN 97	PAYROLL
006088	00108	ROSE E. HOWARD	474.63	24 JAN 97	PAYROLL
006089	00111	GAIL M. JUNG	713.96	24 JAN 97	PAYROLL
006090	00117	ANGELA M. KARCH	80.92	24 JAN 97	PAYROLL
006091	00104	DIANA KOOS	438.88	24 JAN 97	PAYROLL
006092	00100	JOAN KOPANDA	428.04	24 JAN 97	PAYROLL
006093	00101	KROS, DIANE	643.37	24 JAN 97	PAYROLL
006094	00133	KAREN R. LEICHTY	83.55	24 JAN 97	PAYROLL
006095	00113	SHARON K. LEWIS	116.20	24 JAN 97	PAYROLL
006096	00134	KATIE A. MILLER	128.40	24 JAN 97	PAYROLL
006097	00131	MOONEY, LOREILENE M.	78.50	24 JAN 97	PAYROLL
006098	00123	DIANE M. OPOLSKI	430.47	24 JAN 97	PAYROLL
006099	00102	BONNIE POWELL	438.05	24 JAN 97	PAYROLL
006100	00119	ANNETTE M. PRATT	86.52	24 JAN 97	PAYROLL
006101	00126	JACKIE REAGAN	540.94	24 JAN 97	PAYROLL
006102	00120	LISA RUSHER	475.48	24 JAN 97	PAYROLL
006103	00098	SHARON SCHULENBERG	557.94	24 JAN 97	PAYROLL
006104	00115	JACK STANDISH	282.22	24 JAN 97	PAYROLL
006105	00099	JILL TACHTIRIS	556.94	24 JAN 97	PAYROLL
006106	00130	VIRGINIA VIS	109.94	24 JAN 97	PAYROLL
006107	00132	VIRGINIA L. VIS	182.20	24 JAN 97	PAYROLL
006108	00127	SUSAN M. WAKELAND	83.11	24 JAN 97	PAYROLL
006109	00112	WEBSTER, RACHAEL D.	520.36	24 JAN 97	PAYROLL
006110	00107	WHITED, AMBER	287.28	24 JAN 97	PAYROLL
006111	00116	MARGARET M. WOODS	582.05	24 JAN 97	PAYROLL
006112	00114	LEANNE YORK	901.14	24 JAN 97	PAYROLL
015524	00039	INDIANA DEFERRED COMPENSATIO	527.10	10 JAN 97	WITHHELD FROM 10 JAN 97 PAYR DAUGHERTY,KOOS,KOPANDA,SCHUL
015525	00040	LDOS WORLOCOM	804.38	10 JAN 97	DATA LINES/LONG DISTANCE CAR
015526	00041	NETNITCO	67.50	10 JAN 97	INTERNET SERVICE-JAN
015527	00042	NIPSCO	2879.15	10 JAN 97	DEM.UTILITIES-DEC. 1996
015528	00043	NORTHWESTERN INDIANA TELEPHO	142.21	10 JAN 97	DEM-TELEPHONES-JAN.1997
015529	00044	TOWN OF DEMOTTE	40.72	10 JAN 97	SEWER SERVICE-DEM.-NOV. 1996
015530	00045	TOWN OF WHEATFIELD SEWER WOR	41.05	10 JAN 97	SEWER SERVICE-WHEATF.-JAN. 1
015531	00046	UNITED TELEPHONE COMPANY	670.99	10 JAN 97	DATA LINE/TELEPHONE-RENS.-JA
015532	00047	ACORDIA PERSONAL BENEFITS, I	975.84	21 JAN 97	QTLY.PREMIUM-EISELE,REAGAN,J
015533	00048	AVC CORPORATION	99.00	21 JAN 97	FINANCIAL COMP.SERVICE-JAN 9
015534	00049	BAKER & TAYLOR	5932.95	21 JAN 97	BOOKS,A-V,GIFT BKS,ITG SUBSC

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Jan 97

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015535	00050	BAKER & TAYLOR BOOKS	347.51	21 JAN 97	CONTINUATION-BOOKS
015536	00051	BANK ONE	32.00	21 JAN 97	SAFE DEP.BOX RENTAL-1/22/97-
015537	00052	BIERMA HARDWARE, INC.	11.35	21 JAN 97	SURGE PROTECTOR,MOP HEAD,PLU
015538	00053	BROWN'S GARDEN SHOPPE	300.00	21 JAN 97	LANDSCAPE MAINT. FOR 1996
015539	00054	CD USA-DIRECT SALES	39.95	21 JAN 97	CENSUS USA 1997-CD
015540	00055	CHIEF, CDS	50.00	21 JAN 97	BOOKS
015541	00056	CONGRESSIONAL QUARTERLY INC.	596.00	21 JAN 97	SUBSCPT. RENEWAL 3/97 TO 3/9
015542	00057	CUSTOM LAWN CARE	262.00	21 JAN 97	SNOW REMVL,SALT-12/17,18,20
015543	00058	DAVIDSON TITLES INC.	3173.67	21 JAN 97	BOOKS
015544	00059	DEMCO	730.66	21 JAN 97	HNG BGS,BK.PCKTS,BK.JCKTS,VI
015545	00060	DIANA KOBY	30.00	21 JAN 97	MILEAGE
015546	00061	DIANE KROS	12.00	21 JAN 97	MILEAGE
015547	00062	DIANE OPOLSKI	13.20	21 JAN 97	MILEAGE
015548	00063	ENTRE COMPUTER CENTER	37.50	21 JAN 97	COMPUTER REPAIRS-RENSSELAER
015549	00064	FASE'S WATER TREATMENT & FLO	52.50	21 JAN 97	RED OUT FOR WATER SOFTENER-D
015550	00065	FRED PRYOR SEMINARS	99.00	21 JAN 97	MANAGE PROJECTS WKSHP.1/8/97
015551	00066	GAIL JUNG	28.70	21 JAN 97	DEMOTTE PETTY CASH
015552	00067	GROLIER PUBLISHING COMPANY	304.22	21 JAN 97	BOOKS
015553	00068	GUY FRIDAY/BARRY RUSH	113.24	21 JAN 97	1996 OUTSIDE HANDRAIL PAINTI
015554	00069	HANSEN'S SNOW REMOVAL	585.00	21 JAN 97	SNOW REMOVAL-DEMOTTE-DEC 96
015555	00070	HIGHSMITH CO. INC.	1181.85	21 JAN 97	SELF-ADHESIVE VINYL(50)
015556	00071	INCOLSA	400.00	21 JAN 97	TELECONFERENCING-SOARING TO & DANCE W/CHANGE
015557	00072	INDIANA DEPT.OF WORKFORCE DE	148.39	21 JAN 97	4TH QTR UNEMPLOYMENT COMPENS
015558	00073	INDIANA HISTORICAL SOCIETY	30.00	21 JAN 97	ONE YR. MEMBERSHIP-DEMOTTE
015559	00074	INDIANA STATE LIBRARY	40.00	21 JAN 97	4th QTR. PLAC CARD PURCHASES
015560	00075	INFORMATION/REFERENCE GROUP	95.06	21 JAN 97	BOOK-SOMETHING ABOUT THE AUT
015561	00076	JOURNAL AND COURIER	143.00	21 JAN 97	ANNUAL SUBSCRIPTION-RENSSELA
015562	00077	LYNN DAUGHERTY	75.00	21 JAN 97	MILEAGE
015563	00078	NATIONAL GEOGRAPHIC SOCIETY	13.90	21 JAN 97	BOOKS
015564	00079	NETGUIDE	12.97	21 JAN 97	ANNUAL MAGAZINE SUBSCRIPTION
015565	00080	OOMS DISPOSAL SERVICE INC.	90.00	21 JAN 97	WASTE DISPOSAL;10/96 TO 3/97
015566	00081	PHILIP E. HOWARD	20.00	21 JAN 97	CHANGED LIGHT BULBS- DEMOTTE
015567	00082	PHILIP N. HOWARD	90.00	21 JAN 97	SNOW REMOVAL-WHEATFIELD;DEC
015568	00083	POST TRIBUNE	80.60	21 JAN 97	ANNUAL SUBSCPT. TO 2/98-REN
015569	00084	PRACTICAL SUPERVISION	48.00	21 JAN 97	SUBSCRIPTION RENEWAL-RENSSELA
015570	00085	PUBLIC EMPLOYEES' RETIREMENT	8477.46	21 JAN 97	4th QUARTER PAYMENT 1996
015571	00086	PUBLISHERS WEEKLY	149.00	21 JAN 97	RENEW SUBSCRIPTION 3/97-2/98
015572	00087	RAND MCNALLY & COMPANY	299.12	21 JAN 97	1997 ATLAS
015573	00088	RELIABLE CORPORATION	300.28	21 JAN 97	COPY PAPER
015574	00089	RENSSELAER REPUBLICAN	187.00	21 JAN 97	RENS.& WHEATF. ANNUAL SUBSCR
015575	00090	RUSS' PRINT SHOP	45.00	21 JAN 97	TODDLER LABELS-DEM.
015576	00091	SECURITY COURIERS CORP.	765.20	21 JAN 97	BRANCH TRANSPORT SERV.-12/13
015577	00092	STEPHANIE FILSON	38.70	21 JAN 97	MILEAGE
015578	00093	SUNSET PRODUCTIONS, INC.	18.37	21 JAN 97	AUDIO CASSETTE
015579	00094	TEETERS CULLIGAN	34.70	21 JAN 97	WATER & COOLER RENTAL-WH. JA
015580	00095	THINK TANK INFORMATION SYSTE	190.00	21 JAN 97	COMPUTER REPAIRS-WHEATFIELD
015581	00096	UNITED TELEPHONE COMPANY	157.27	21 JAN 97	WHEATF.PHONES-JAN 1997

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

31 Jan 97

PAGE 4

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015582	00135	INDIANA DEFERRED COMPENSATIO	567.08	24 JAN 97	WITHHELD FROM PAYROLL 24 JAN DAUGHERTY,KOBY,KOPANDA,SCHUL
015583	00136	CITY OF RENSSELAER	3077.59	24 JAN 97	UTILITIES-RENSSELAER;DEC 96
015584	00137	NIPSCO	974.97	24 JAN 97	UTILITIES-WHEATFIELD;DEC 96
--TOTAL AMOUNT OF CLAIMS--			204995.31		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 204995.31. Dated 11 FEB 97.

_____	_____
_____	_____
_____	_____
_____	_____

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[illegible]

REGISTER OF CLAIMS
 ===== JASPER COUNTY PUBLIC LIBRARY =====
 200 W. SUSAN STREET
 RENSSELAER, IN 47970-2447
 05 Feb 97

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015585	00142	AFFORDABLE COMMUNICATIONS	120.00	11 FEB 97	TELEPHONE REPAIRS-RENS.
015586	00143	AMERICAN LIBRARY ASSOCIATION	870.00	11 FEB 97	1997 MEMBERSHIP
015587	00144	BAKER & TAYLOR	1808.33	11 FEB 97	BOOKS, NON-PRINT, GIFT BOOKS
015588	00145	BAKER & TAYLOR BOOKS	333.58	11 FEB 97	CONTINUATIONS
015589	00146	BAKER & TAYLOR ENTERTAINMENT	53.33	11 FEB 97	CIRCULATING CD-ROM
015590	00147	BETTY A. HUFF (PAS-TIME BOO	141.16	11 FEB 97	BOOKS
015591	00148	CHARLOTTE FAGEN	30.00	11 FEB 97	MILEAGE
015592	00149	COAST TO COAST	8.78	11 FEB 97	EXHAUST FAN BELTS-RENS. REST
015593	00150	CONSUMER ELECTRONICS SPECIAL	60.00	11 FEB 97	SATELLITE DISH-REPROGRAMMING
015594	00151	CUSTOM LAWN CARE	844.50	11 FEB 97	SNOW REMOVAL-JANUARY 1997-RE
015595	00152	GALE RESEARCH INC.	130.58	11 FEB 97	CONTEMP. AUTHORS VOL. 153
015596	00153	DIANA KOOY	7.20	11 FEB 97	MILEAGE
015597	00154	DIVISION OF ELEVATOR SAFETY	52.00	11 FEB 97	SEMI-ANNUAL ELEVATOR INSPECT
015598	00155	GAIL JUNG	13.20	11 FEB 97	MILEAGE
015599	00156	GUILD PRESS OF INDIANA, INC.	18.66	11 FEB 97	BOOK
015600	00157	GAYLORD BROS.	84.43	11 FEB 97	BOOK PLATES, SPINE LABELS, VI
015601	00158	HANSEN'S SNOW REMOVAL	1830.00	11 FEB 97	SNOW REMOVAL-JAN. 1997-DEMOTT
015602	00159	HIGHSMITH CO. INC.	415.51	11 FEB 97	SUMMER READING PROG. & BOOK R
015603	00160	HP PRODUCTS CORP.	255.24	11 FEB 97	ICE MELT
015604	00161	JACKIE REAGAN	33.00	11 FEB 97	MILEAGE
015605	00162	JULIE EISELE	13.20	11 FEB 97	MILEAGE
015606	00163	LDOS WORLD COM	809.64	11 FEB 97	LONG DISTANCE & DATA LINES-J
015607	00164	LYNN DAUGHERTY	112.00	11 FEB 97	MILEAGE, NILBA & LEGISLATIVE
015608	00165	NETNITCO	67.50	11 FEB 97	INTERNET SERVICE-FEB 1997
015609	00166	NIPSCO	3434.58	11 FEB 97	UTILITIES-DEM. 12/18/96-1/20
015610	00167	NORTHWESTERN INDIANA TELEPHO	147.00	11 FEB 97	TELEPHONE-FEB 1997-DEMOTTE
015611	00168	ON CUE #6106	114.35	11 FEB 97	CDs & VIDEOS
015612	00169	PEGGY WOODS	6.60	11 FEB 97	MILEAGE
015613	00170	PATRICK OATIS	367.50	11 FEB 97	BEGIN. SIGN LANGUAGE WORKSHOP
015614	00171	POSTMASTER	24.00	11 FEB 97	PO BOX 247 RENTAL-WHEATFIELD
015615	00172	POSTMASTER GENERAL	778.00	11 FEB 97	STAMPS: 2000-32c; 100-50c; 60 100-23c; 25 POSTCARDS
015616	00173	REGENT BOOK CO., INC.	21.93	11 FEB 97	BOOKS
015617	00174	SAINT JOSEPH COLLEGE	132.36	11 FEB 97	WORK-STUDY (VALENCIA McLAURI
015618	00175	SCHULTZ TV & ELECTRONICS	5.58	11 FEB 97	BATTERIES-DOOR BELL-DEMOTTE
015619	00176	SECURITY COURIERS CORP.	488.02	11 FEB 97	TRANSPORT SERV. 1/17-1/31-97
015620	00177	SHERMAN SPECIALITY COMPANY,	35.90	11 FEB 97	VOLUNTEER PRIZES-RENS. CHILD
015621	00178	SOCIAL ISSUES RESOURCES SERI	285.00	11 FEB 97	SUBSCRIPTION UPDATES-1997
015622	00179	STONE-WOLF PRODUCTIONS, INC	75.40	11 FEB 97	VIDEOS
015623	00180	T.C. & M., INC.	144.26	11 FEB 97	REPLACE DIMMER SWITCH-RENS.
015624	00181	T.J. PUBLISHERS, INC.	448.55	11 FEB 97	SIGN LANGUAGE BOOKS/CLASS
015625	00182	TEETERS CULLIGAN	9.95	11 FEB 97	COOLER RENTAL-FEB 1997-WHEAT
015626	00183	TODAY'S HOMEOWNER	21.94	11 FEB 97	2 YR. MAGAZINE SUBSCRIPTION-R
015627	00184	TOWN OF DEMOTTE	40.72	11 FEB 97	SEWER SERVICE-DECEMBER 1996
015628	00185	TOWN OF WHEATFIELD SEWER WOR	41.05	11 FEB 97	SEWER SERVICE-FEB 1997-WHEAT
015629	00186	TruGreen-ChemLawn	716.40	11 FEB 97	ANNUAL FERTILIZER/INSECTICID
015630	00187	TYSEN'S COUNTRY GROCERY, INC	58.62	11 FEB 97	CHILDREN PROG.-DEM. & JANITOR
015631	00188	WAL-MART STORES, INC.	415.54	11 FEB 97	VIDEOS & CDs
015632	00189	YVONNE BEEVER	102.60	11 FEB 97	MILEAGE

--TOTAL AMOUNT OF CLAIMS-- 16027.69

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 16027.69. Dated 11 FEB 97.

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_____	_____
_____	_____
_____	_____

MAR

AGENDA

Jasper County Public Library Board of Trustees
Tuesday, March 11, 7:00 PM
Rensselaer StorytimeRoom
Monthly Meeting

	<u>Purpose</u>
<u>Opening of meeting</u>	
A. Moment of silence	
B. Approval of agenda format	Action
<u>Approval of Consent Agenda Items</u>	Action
A. Minutes (R 1)	
B. Bills/Financial Reports (F)	
C. Additional appropriation approval (R 25)	
D. Library Policies (R 19 - R24)	
E. Workshop Approval (R 25)	
F. Salary ordinance update (R 7)	
G. Wheatfield High School historical marker (R 26, R 29)	
<u>General Business</u>	
A. Board meeting dates (R 25, R 31)	Action
B. Technical Services Staffing (R 19-R 20)	Action
C. Technology Project (R 25)	Information
D. Memorial Fund (R 11-R 17)	Action
E. Building Problems (R 25)	Discussion
F. Sunday library hours (R9-R 10)	Discussion
G. Designation of Board bid committee representative (R 25)	Action
<u>Director's Report</u> (R 25 -R 29)	Discussion
<u>Items for future Agendas</u>	
<u>Public Forum</u>	
<u>Adjournment</u>	

MINUTES.....February 11, 1997
Meeting of the Jasper County Public Library Board of Trustees 7:00 PM
Rensselaer Library

Present: Mary Linda Casey, Wilbur Doty, Mary Duggleby, Anne-Marie Egan, Barbara Leestma, Pat O'Rourke, Robert Souza, and Lynn Daugherty.

BANKING PRESENTATION: John Price and Dan Gick of Bank One explained how the monies in the library's regular checking account can be tied to a Money Market Index Account allowing the unused portion to be swept daily into a special account which earns interest at a higher rate but is still always available for use. These accounts will be available after March 22, 1997; are FDIC insured up to \$100,000, and state insured beyond this amount. The variable interest rate is based on the top 300 money market funds rated by the Donoghue Index. The monies invested in this manner will always be in the library's name. A threshold would be established of approximately \$25,000 to offset any bank charges.

AGENDA: The agenda format was approved on a motion by A-M Egan, seconded by B. Leestma. Motion passed.

CONSENT AGENDA: A motion by W. Doty to remove the Library Employees Code of Ethics Policy from the consent agenda died for lack of a second. A-M Egan moved, seconded by R. Souza, to approve the Consent Agenda items consisting of the January Minutes, Bills/Financial Reports, Operating Fund Transfer of \$3300 from 4.52 to 4.53, Board By-Laws, Staff Ethics Policy, and Workshop approval for L. York, as presented. Motion passed with W. Doty opposing.

ACCOUNTING PRACTICES: W. Doty moved, seconded by P. O'Rourke, to amend the Accounting Practices for 1997 to include authorization for L. Daugherty to open a Money Market Index Account into which excess funds would be swept from our regular checking account. Vote was unanimous.

INTERNET POLICY: R. Souza moved to accept the Internet Policy as presented. M. Duggleby seconded the motion. All were in favor.

TECHNOLOGY PROJECT: L. Daugherty reported the cost to install a wireless LAN between DeMotte and Wheatfield libraries would cost \$44,000. If the schools would also connect with us, it would run \$99,000. The estimated time to re-coop our investment would be 7 1/2 years. The Board felt it would not be economically feasible to make this type of investment especially when one considers the rapid advancements in technology that are occurring and the possibility of reductions in phone rates.

L. Daugherty presented a cost projection for a WAN (wide area network) using a 56kb frame relay line to transmit the automated system and most of our CD-Roms between our libraries. It includes towers, hubs, routers, servers, software licenses, and upgrades to our present setup. Estimated costs are \$78,000. Grant money remaining is \$33,500 requiring the balance to be paid from LIRF or from monies in the Operating Fund which are designated to be transferred to LIRF. W. Doty

moved to use \$43,500 of the LIRF money in the Operating Fund to finance the rest of the project. A-M Egan seconded the motion. Motion was unanimously approved.

We have received approval for the third part of the Technology Grant providing for an Internet Server and some associated furniture.

BUILDING PROBLEMS: Building temperatures are for the most part stable unless the outside temperature falls below 0 degrees. Precision Controls. is still attempting to correct heating problems occurring in several areas during extreme weather conditions. They have ordered the actuators to replace those original actuators from a faulty batch , compliments of Siebe, and will be installing at no cost to the library. When performing this work, their people will also be looking for other possible problems.

BOARD RETREAT: Board members are encouraged to attend the ILF Post Conference on May 3rd from 8:00-1:00. Members would gather on Friday evening in Indianapolis beginning with dinner. Reservations for the ILF Conference and the Post Conference should be made at the March 11th meeting.

DIRECTOR'S REPORT: A patron filed a request for reconsideration of Boulevard Of Broken Dreams by Paul Alexander, a James Dean biography. A committee of staff reviewed the book and concluded that it was a "typical tell-all" biography about a popular movie actor, not particularly well-written but nonetheless a book many people like to read and a book found in many Indiana libraries. For these reasons, which are consistent with our Materials Selection Policy, the committee felt the book should remain as part of our collection. The director wrote the patron of their decision.

L. Daugherty informed the board of an incident involving a stolen purse which was turned in to the staff at the Rensselaer Library.

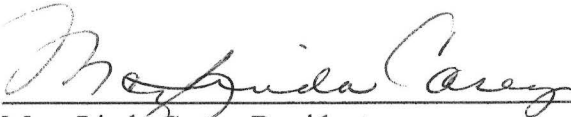
Permission was granted for L. Daugherty to attend a workshop on "Supervising Off-Site Employees".

LIBRARY CLOSING: R. Souza moved, seconded by W. Doty, to close the libraries a half-day with full pay for eligible employees on Saturday, February 15th, to give employees the opportunity to attend the funeral of fellow employee Bonnie Powell who passed away on February 11, 1997. Motion passed.

R. Souza complimented Jackie Reagan, Y.S. Specialist, for the super presentation she made at the Title I Program recently held at the library.

Meeting was adjourned on a motion by R. Souza, seconded by A-M Egan.


Attest: Mary Duggleby, Secretary


Mary Linda Casey, President

CIRCULATION STATISTICS

	DEMOTTE					RENSSELAER					WHEATFIELD					SYSTEM
	Added		Withdrew		CIRC-	Added		Withdrew		CIRC-	Added		Withdrew		CIRC-	TOTAL:
	V	T	V	T	ULA-	V	T	V	T	ULA-	V	T	V	T	ULA-	CIRCULA-
	O	I	O	I	TION	O	I	O	I	TION	O	I	O	I	TION	TION
	L	T	L	T		L	T	L	T		L	T	L	T		
	U	L	U	L		U	L	U	L		U	L	U	L		
	M	E	M	E		M	E	M	E		M	E	M	E		
	E	S	E	S		E	S	E	S		E	S	E	S		
February 1997			S			S		S			S		S			
XX																
ADULT BOOKS																
Fiction	99	35	0	0	1924	73	57	0	0	2178	80	42	0	1	939	5041
Nonfiction	68	39	0	0	2008	55	37	7	5	1836	33	14	35	9	795	4639
CHILDREN'S BKS																
Fiction	68	34	0	0	3000	42	27	100	54	2320	33	26	4	2	810	6130
Nonfiction	15	12	0	0	1037	4	3	0	0	735	1	1	0	0	372	2144
MAGAZINES, ADT					1136					534					301	1971
MAGAZINES, CH					122					23					29	174
GRAPHIC MAT'L					8	0	0	0	0	38	0	0	0	0	19	65
MICROFORMS																0
SOUND RE/ADUL	5	5	0	0	270	6	6	1	1	431	7	7	1	1	284	985
SOUND REC., CH	0	0	0	0	49	0	0	0	0	88	0	0	0	0	19	156
CD ROM SOFTWF	0	0	0	0		0	0	0	0		1	1	0	0		0
SOFTWARE								0	0							0
VERTICAL FILE					370					32					1	403
VHS	7	2	0	0	727	19	19	0	0	1048	14	9	0	0	625	2400
EQUIPMENT					2					1						3
TOTAL	262	127	0	0	10653	199	149	108	60	9264	169	100	40	13	4194	24111
XX																

PERCENT INCREASE/DECREASE -8.1% -8.2% 4.5%

END OF MONTH: DEMOTTE RENSSELAER WHEATFIELD

Total Materials Owned	37097	49257	26000
Total Titles Owned	34249	45323	23792
Daily Avg Circulation	444	386	175
XX			
MONTHLY SYSTEM STATISTICS	1996	1997	% change
Circulation	25700	24111	-6%
Jan. to date circulation	50194	47754	-5%

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

DEMOTTE
February 1997

HOURS
SPENT

REGISTRATIONS

Borrowers--End of month:	5475
Non-resident, paying	21
PLAC card users	2
Reciprocal borrowers	181

XX

INTRALIBRARY LOANS FILLED	116	25.1
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LOCAL HISTORY

In person	7	2.0
Letters written		0.0

IN-HOUSE USE - HARDWARE/SOFTWARE

Computer agreements	17	1.4
Computer software used	17	1.4
VCR Use	2	0.3
Microforms		0.0
CD ROM software used	412	34.3
Public use of FAX service	13	2.2
Typewriter use	2	0.1
Other equipment used	2	0.7

OTHER LIBRARY SERVICES USED

Walking book visits	6	4.0
Notarized documents	1	0.3
Meeting Room Use (number of groups)	58	19.3
Study room use	19	1.6
Ref book/vf copies made		0.0

INTERLIBRARY LOANS

Requests made for:	74	18.5
Items rec'd for:	63	31.5

Items requested by other libraries

Items supplied to other libraries		0.0
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PROGRAMMING

Total number of programs	28	168.0
Total persons attending	521	

TOTAL HOURS SPENT		310.7
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JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

RENSSELAER
February 1997

HOURS
SPENT

REGISTRATIONS

Borrowers--End of month:	6902
Non-resident, paying	38
PLAC card users	3
Reciprocal borrowers	96

XX

INTRALIBRARY LOANS FILLED	202	43.8
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LOCAL HISTORY

In person	11	3.1
Letters written	6	6.0

IN-HOUSE USE - HARDWARE/SOFTWARE

Computer agreements	110	9.2
Computer software used	112	9.3
VCR Use	5	0.7
Microforms	51	6.8
CD ROM software used	191	15.9
Public use of FAX service	10	1.7
Typewriter use	3	0.2
Other equipment used		0.0

OTHER LIBRARY SERVICES USED

Walking book visits	0	0.0
Notarized documents		0.0
Meeting Room Use (number of groups)	32	10.7
Study room use	28	2.3
Ref book/vf copies made		0.0

INTERLIBRARY LOANS

Requests made for:	64	16.0
Items rec'd for:	53	26.5
Items requested by other libraries		
Items supplied to other libraries		0.0

PROGRAMMING

Total number of programs	22	132.0
Total persons attending	337	

TOTAL HOURS SPENT		284.1
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JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
February 1997

	DEMOTTER	RENSSELAER	WHEATFIELD	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	116	202	193	511	110.7
LOCAL HISTORY					
In person	7	11		18	5.1
Letters written		6		6	6.0
IN-HOUSE USE - HARDWARE/SOFTWARE					
Computer agreements	17	110	24	151	12.6
Computer software used	17	112	27	156	13.0
VCR Use	2	5		7	0.9
Microforms		51		51	6.8
CD ROM software used	412	191	76	679	56.6
Public use of FAX service	13	10	17	40	6.7
Typewriter use	2	3	3	8	0.4
Other equipment used	2	0		2	0.7
OTHER LIBRARY SERVICES USED					
Walking book visits	6			6	4.0
Notarized documents	1			1	0.3
Meeting Room Use (number of groups)	58	32	25	115	38.3
Study room use	19	28		47	3.9
Ref book/vf copies made				0	0.0
INTERLIBRARY LOANS					
Requests made for:	74	64	8	146	36.5
Items rec'd for:	63	53	19	135	67.5
Items requested by other libraries				0	
Items supplied to other libraries				0	0.0
PROGRAMS					
Children's Programs (0-13)	27	11	11	49	294
Number attending	501	159	160	820	
YA Programs (14-17)				0	0
Number attending				0	
Adult Programs		11	1	12	72
Number attending	4	170	20	194	
Senior Citizen Programs	1			1	6
Number attending	16	8	1	25	
TOTAL NO. OF PROGRAMS	28	22	12	62	372
TOTAL PERSONS ATTENDING	521	337	181	1039	
TOTAL HOURS SPENT					1114.0

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

WHEATFIELD
February 1997HOURS
SPENT

REGISTRATIONS

Borrowers--End of month:	2311
Non-resident, paying	0
PLAC card users	0
Reciprocal borrowers	11

XX

INTRALIBRARY LOANS FILLED	193	41.8
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LOCAL HISTORY

In person	0.0
Letters written	0.0

IN-HOUSE USE - HARDWARE/SOFTWARE

Computer agreements	24	2.0
Computer software used	27	2.3
VCR Use		0.0
Microforms		0.0
CD ROM software used	76	6.3
Public use of FAX service	17	2.8
Typewriter use	3	0.2
Other equipment used		0.0

OTHER LIBRARY SERVICES USED

Walking book visits		0.0
Notarized documents		0.0
Meeting Room Use (number of groups)	25	8.3
Study room use		0.0
Ref book/vf copies made		0.0

INTERLIBRARY LOANS

Requests made for:	8	2.0
Items rec'd for:	19	9.5
Items requested by other libraries		
Items supplied to other libraries		0.0

PROGRAMMING

Total number of programs	12	72.0
Total persons attending	181	

TOTAL HOURS SPENT		147.2
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TOTAL HOURS SPENT		252.6
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CIRCULATION BY PATRON CODE
February 1997

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
Adult Male (0)	1023	10.3%	1015	11.4%	576	14.6%	2614	11.5%
Adult Female (1)	5925	59.6%	4838	54.1%	2223	56.5%	12986	56.9%
Juvenile 0-11 (2)	1573	15.8%	1112	12.4%	594	15.1%	3279	14.4%
YA 12-17 (3)	560	5.6%	587	6.6%	311	7.9%	1458	6.4%
Nonresident No Fee (4)	97	1.0%	279	3.1%	8	0.2%	384	1.7%
Board/Staff (5)	298	3.0%	370	4.1%	192	4.9%	860	3.8%
School (6)	0	0.0%	56	0.6%	0	0.0%	56	0.2%
St. Joseph College (7)	0	0.0%	109	1.2%	0	0.0%	109	0.5%
State Library Card (8)	11	0.1%	13	0.1%	0	0.0%	24	0.1%
Nonresident Fee (9)	21	0.2%	89	1.0%	6	0.2%	116	0.5%
Corporate (10)	0	0.0%	101	1.1%	20	0.5%	121	0.5%
Reciprocal (11)	430	4.3%	366	4.1%	2	0.1%	798	3.5%
Total	9938		8935		3932		22805	
 Total items borrowed by nonresidents	 559	 5.6%	 912	 10.2%	 16	 0.4%	 1487	 6.5%

REGISTRATIONS

Borrowers--Start of month:	5271	5577	2263	13111
Borrowers--End of month:	5475	5710	2311	13496
 Non-resident, paying	 21	 28	 0	 49
PLAC card users	2	3	0	5
Reciprocal borrowers	181	98	11	290

CIRCULATION BY ITEM FINE CODE
February 1997

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	82	48	46	176
100 (1)	59	89	25	173
200 (2)	53	71	28	152
300 (3)	343	365	142	850
400 (4)	9	6	4	19
500 (5)	98	74	24	196
600 (6)	645	466	258	1369
700 (7)	317	221	115	653
800 (8)	61	65	18	144
900 (9)	175	242	56	473
B (10)	99	132	59	290
j000 (11)	23	15	6	44
j100 (12)	7	14	5	26
j200 (13)	14	11	7	32
j300 (14)	113	65	30	208
j400 (15)	17	6	1	24
j500 (16)	278	190	115	583
j600 (17)	97	66	41	204
j700 (18)	167	170	49	386
j800 (19)	35	26	22	83
j900 (20)	131	103	44	278
jB (21)	155	69	52	276
FIC (22)	1344	1692	554	3590
yaFIC (23)	29	76	49	154
LARGE PRINT (24)	71	37	11	119
jFIC (25)	211	342	126	679
jE (26)	1881	1658	552	4091
jER (27)	646	177	71	894
Magazines (28)	1136	534	301	1971
Games/Toys (29)	0	17	0	17
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	120	180	49	349
jCassettes (33)	44	75	14	133
Compact Discs (34)	147	247	233	627
jCompact Discs (35)	2	2	4	8
Sound Recordings (36)	3	4	2	9
jSound Recordings (37)	3	11	1	15
Software (38)	8	21	15	44
Vertical File (39)	370	32	1	403
Equipment (40)	2	1	0	3
yapFIC (41)	128	108	86	322
jpFIC (42)	262	143	61	466
Reference (43)	67	57	20	144
Genealogy (44)	0	0	0	0
jMagazines (45)	122	23	29	174
VHS (46)	727	1048	625	2400
Free reads	352	258	239	849
Puzzles			4	4
Talking books		7		7
Assignment shelf books				0
TOTAL	10653	9264	4194	24111

WHEATFIELD COLLECTION

MONTH
END

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S[illegible]

ADULT BOOKS

10132	9890	10231	9925	11305	11004	11378	11061	7934	7703	8014	7744	Fiction
12427	10402	12495	10441	17573	15632	17621	15664	6920	5370	6918	5375	Nonfiction

CHILDREN'S BKS

7514	7383	7582	7417	9514	9072	9456	9045	5789	5652	5818	5676	Fiction
4748	4584	4763	4596	7013	6640	7017	6643	3210	3175	3211	3176	Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

2 2 2 2 368 155 368 155 3 3 3 3 GRAPHIC MAT'L

0 0 0 0 0 0 0 0 0 0 MICROFORMS

1037	910	1042	915	2096	1541	2101	1546	1145	1039	1151	1045	SOUND REC,ADULT
143	143	143	143	177	177	177	177	43	43	43	43	SOUND REC., CH
6	3	6	3	14	9	14	9	4	4	5	5	CD ROM SOFTWARE
4	2	4	2	87	23	87	23	112	57	112	57	SOFTWARE
										0	0	VERTICAL FILE
821	802	828	804	1018	981	1037	1000	711	659	725	668	VHS
1	1	1	1	1		1	0			0	0	EQUIPMENT

[illegible]

Salary Ordinance 1997

March 1997 update

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	Start Date	Raise Date(s)
Mays, Kris	Lib. Asst 1	\$6.25/\$6.75	\$8,317.50	30	R	2/11/97	3/4, 9/1
Mays, Kris	Clerk	5.75/6.00	\$492.00	2	R	3/16/97	9/1
Leichty, Karen	Clerk	5.75/6.00	\$4,335.50	16	R		1/2/97, 7/1

Kris was formerly a Rensselaer page. She came back to fill in temporarily for Lyn Day who is on a 3 month maternity leave (Daegan Lee Day, born Friday, February 28). Now she is taking the permanent position of Library Assistant 1 to replace Bonnie Powell.

Last week, Katie Miller resigned as 18 hour page/clerk. Kris and Karen have agreed to take the 8 hours she worked as clerk. Michelle is presently advertising for a 10 hour page.

Barbara Lustara	Patricia O'Rourke
Celine-Marie Egan	
Mary Duggelby	
Mary Linda Casey	

Sunday Hours

Background

Library directors at the last meeting of the northwest Indiana Directors' Meeting concurred Sundays are "madhouses". The most highly trained staff must be available. A skeleton crew will be totally inadequate and will damage the reputation of the library's information service. Some of the most difficult reference questions seem to come on Sunday. All agreed that Sundays are very popular with patrons. (Only the LaPorte Library discontinued them after a test run indicated that the library was not well-used on Sundays.)

East Chicago, Hammond, Lake County P.L., and Gary all offer Sunday hours. None of the libraries have Sunday hours during June, July and August. With one exception, Sunday hours are offered only at the main library; staff from the branches also take their turns at working the main library's Sunday hours. Sunday hours at all these libraries are 1 PM-5 PM.

Of 11 libraries I surveyed, only one offers no pay differential to those working Sunday. All the others offer either to *pay* time and a half for 4 extra work hours (in addition to their normal work hours) or they give time and a half in *compensatory time*. Two libraries offer a full day off in compensation for 1/2 day Sunday work. One library offered only straight time to *hourly* employees working on Sunday, and time and a half to salaried employees. Two libraries allow the worker to determine whether s/he wants to be paid for overtime or take the compensatory time.

At most libraries, all staff, including Technical Services, take their turn at Sunday hours, with only the Director and Business Manager exempted. At one library, only certain people are scheduled to work Sundays. At another, working on Sunday was made voluntary (they *pay* time and a half) as long as this method provides enough staff. Thus far it has.

For the sake of discussion at the March board meeting, I would suggest that IF we were to open on Sundays, we should open the Rensselaer Library only, from 1 pm to 5 pm during the months of January through May, and September through November. I feel the Library should be closed Easter, Mother's Day, Memorial Day weekend, the day before Labor Day, and the Sunday following Thanksgiving. Business would be slow on those days and staffing would be problematic.

If the Board wishes to offer Sunday hours, we recommend that these new hours begin in January.

- On Sundays, no backup technical support will be available and every staff person will need to be able to use the technologies in a quick, efficient way. While the WAN and

public Internet access are new to us and to the public, we will have many problems to work out, and patrons (and staff) will need a lot of instruction and hand-holding. We would like to get through that initial period before trying to offer Sunday hours

- Change causes anxiety in staff. In a few months we will be installing, learning to use and training the public to use the LAN and the Internet. There will be frustrations. Staff worry whether they will be able to learn what they need to know and wonder whether patrons will truly benefit from the change. It will be similar to the first months with our automated system.

Planning for Sunday hours is also a major undertaking, requiring a lot of groundwork, many decisions and an unwelcome scheduling change for staff--an emotional issue. I feel it would not be wise make both changes at the same time.

Public Service staff will be available at the March board meeting to answer your questions and provide the background you need in considering this issue.

Costs: If we pay time and 1/2 to those working the Sunday afternoon shift, and have a page, a clerk, and a person trained to do reference working each week, the annual cost for 1998 would be \$4,364. If we needed 2 reference persons, the annual cost would be \$6,341. Paying time and 1/2 would mean we would not need additional staff to handle Sunday hours.

We cannot consider hiring special staff just to work Sundays, since they could not be adequately trained.

MEMORANDUM

Memorial Fund

Summary: Chuck Powell has requested that we set up a "perpetual" Memorial Fund for the library in Bonnie's name and will contribute \$500 to it if we do so. As a result, I have investigated the possibility of asking the Jasper Foundation to enter into an agreement with the Library Board to create a "charitable designated endowment Fund" for the Library in Bonnie's memory.

Discussion: ; Thus far we have received approximately \$450 in "undesignated" funds in memory of Bonnie Powell. We could establish our own Endowment Fund; however, this involves much time and paperwork.

By blending our funds with the other funds in the Jasper Foundation, the money can be invested at a higher interest rate than our money by itself would bring. The Foundation would administer the funds, including tax returns, donations, etc. for an annual fee of 1% based on the principal balance.

Persons contributing to the Jasper Foundation, as Duane and I did this year, are asked in which fund they would like their money placed. More persons might consider donating funds to the Library if they see the library listed as a choice in the list of Jasper Foundation funds.

In an Endowment Fund, the principal is never spent. Each year, the library would receive a check for the *interest* earned by the principal. We can start the fund with any amount. Within three years, however, we must have at least \$3000 in our fund. You have mentioned, on occasion, that we should investigate soliciting donations. I think you and I could put our heads together and develop a plan for soliciting these funds without much trouble (after we get our network installed and up-and-running).

If you agree to create such a fund, you must determine a *title*. To satisfy Chuck, Bonnie's name needs to be a part of the title. To satisfy the needs of the Foundation and the Library, the Library's name must be part of the title. The choices I have considered are:

Bonnie Powell Memorial Fund for the Jasper County Public Library
Jasper County Public Library Fund in Memory of Bonnie Powell
Jasper County Public Library Bonnie Powell Fund

You may have better ideas.

Next Step(s).

1. You must determine whether you wish to create an endowment fund in Bonnie's name. If so, you need to vote to create this and....
2. You must determine whether you want this fund to exist within the Jasper Foundation. If the answer is yes, you must vote to set up this fund within the Foundation and....
3. You must determine a title for the Fund and vote on that title.
4. Last, you must vote to enable the Board president to sign the Designated Endowment Fund Agreement between Jasper Foundation, Inc. and the Jasper County Public Library.

I am sending you the boilerplate agreement form which must be signed by the Board President if you decide to create an Endowment Fund. I have asked our attorney, Kent Mahnesmith to answer some concerns I have about the agreement and recommend any additions or changes necessary to safeguard the Library's interests. I will have that for you at the board meeting.

I am also sending you pertinent pages from the Foundation's Questions and Answers document.

Questions People Usually Ask About the Jasper Foundation, Inc.

What is the Jasper Foundation?

The Jasper Foundation is a public community foundation, incorporated in 1993, actively serving our community as a fund developer, fund manager and grant maker. It also serves as a convenor, facilitator and catalyst for special projects.

What is a community foundation?

A community foundation is a union of many gifts, many different estates, or parts of estates, contributed for the most part by people of a particular community for the benefit of that community.

Who does the Jasper Foundation serve?

The Foundation serves three groups; 1. donors; 2. non-profit organizations; and 3. the community as a whole.

Is it limited to Jasper County?

No. While our main focus is in Jasper County, the Jasper Foundation's Articles of Incorporation state; "...the Corporation shall engage in programs and activities benefiting primarily the residents of Jasper County." It was the Lilly Endowment's intent for every Indiana community to have access to a community foundation.

Where does the foundation get its funds?

The Jasper Foundation receives its money from individuals, families, organizations or corporations interested in providing financial support for charitable purposes and organizations which serve our community. These gifts and bequests make up the permanent endowments of the foundation, the income from which is used to make grants.

How are gifts made to the Jasper Foundation?

A donor may make a gift or bequest of any size to the Jasper Foundation for the community's benefit. Many donors provide unrestricted gifts for the Community Endowment Fund and Unrestricted Fund. These funds responds to community needs as they arise. Other donors designate a specific organization or area of concern. Scholarship and memorial funds are also popular.

Will the Jasper Foundation accept real estate gifts?

Yes. The Jasper Foundation has established a real estate gift policy which requires the foundation to secure from the donor certain basic information with respect to the real estate to be gifted. There is written criteria which the Jasper Foundation will use to determine whether to accept a gift of real estate. The most significant issue, of course, deals with hazardous waste or other environmental concerns. Prospective donors of real estate will be asked to provide a written statement to induce the Jasper Foundation to accept a donation of real property.

How are assets managed?

A volunteer investment committee, comprised of experienced finance professionals, sets the overall investment policies. The performance of the investment manager is monitored carefully by the committee. A written statement of investment policy has been established by the foundation.

Who decides how the funds are distributed?

Grant awards are recommended by a volunteer Grantmaking Committee. Directors of the Foundation make the final decision regarding all distributions.

Where does the money go?

Grants are made to tax-exempt, charitable organizations in the areas of health and human services, primarily education, arts, culture, environment and the community. Grant amounts vary depending on the nature and need of the request.

Does the foundation charge for managing funds?

Yes. Permanent Endowment Funds are charged a annual fee of 1% based on the principal balance.

Are these charges reasonable?

The fund management fees are extremely reasonable when compared to the many different costs associated with creating and maintaining a private trust fund.

What is the difference between a public and private charity?

Public charities are those tax exempt organizations which normally receive a substantial part of the support from the general public. Computations to determine public support can be complex but in a very general sense, organizations need to receive at least 33.3% of their entire support from public donations.

Public charities are not subject to the tax on investment income as are private charities. Donors usually receive a larger tax deduction for contributions made to a public charity as a percentage of their adjusted gross income.

What is the relationship between the Jasper Foundation and Lilly Endowment Inc.?

The Jasper Foundation is a separate, independent foundation with its own board of directors. The foundation has applied for and received from Lilly Endowment three major grants as a part of the Endowment's Community Foundation GIFT program. To receive this support the Jasper Foundation is required to meet the following criteria: First, the Jasper Foundation must be legally established as a community foundation with the state of Indiana and with the Internal Revenue Service. Second, the Jasper Foundation must demonstrate an ability to involve citizens of diverse backgrounds and viewpoints in directing its activities. Next, the Jasper Foundation is required to meet certain financial parameters as outlined in the specific grant agreements. The Jasper Foundation is also required to keep its office staffed and be capable of implementing a on going fund-raising effort.

Is it possible for a donor to manage his or her own fund created with the community foundation?

No. Treasury regulations make it clear that a community foundation must exercise independent control over a donor created fund. The only exception would involve the creation of a charitable remainder trust where the gift to the Jasper Foundation is deferred. In this case the donor may act as his or her own trustee for investment and administrative purposes.

Does the Jasper Foundation act as trustee for donors desiring to defer their gifts by the use of trusts?

Not at this time. The Board of Directors has determined for policy reasons that the potential liability exposure prevents this service.

Will the Jasper Foundation pay professional fees incurred by a donor for charitable estate planning involving a gift to the community foundation?

No. The donor will be expected to pay his or her own costs for estate planning and financial planning. The Jasper Foundation always encourages a prospective donor to consult with his or her own advisors prior to making any significant gift to the Jasper Foundation or indeed any other organization. The Jasper Foundation will work with the donor and the advisor with forms, agreements and strategies which will serve the tax, estate planning and philanthropic objectives sought.

Are the Jasper Foundation meetings open to the public?

Most certainly. The Board generally meets on the first Wednesday of every other month. Prospective donors and interested citizens are encouraged to contact the Jasper Foundation office (866-5899) for meeting details.

DESIGNATED ENDOWMENT FUND AGREEMENT
BETWEEN
JASPER FOUNDATION, INC.
AND _____

THIS AGREEMENT, made and entered into on _____,
19__, by and between JASPER FOUNDATION, INC. (the "Foundation"), and

(hereinafter referred to as the
"Founding Contributor"),

WITNESSETH:

WHEREAS, the Founding Contributor desires to create a charitable
designated endowment in the Foundation; and

WHEREAS, the Foundation is a non-profit Indiana corporation exempt from
taxation under Internal Revenue Code ("Code") section 501 (c) (3), a public charity
described in section 170 (b) (1) (A) (vi) of the Code, and accordingly an appropriate
institution within which to establish such a charitable endowment; and

WHEREAS, the Foundation is willing and able to create such an endowment
as a Designated Endowment Fund, subject to the terms and conditions hereof:

NOW THEREFORE, the parties agree as follows:

1. NAME OF THE FUND. There is hereby established in the Foundation, and
as a part thereof, a fund designated as _____,
(hereinafter referred to as "the
Fund") to receive gifts, in whatever form of money or property, and to administer
the same.

2. PURPOSE. The primary purpose of the Fund shall be to provide support
to _____
(a Code section 501 (c) (3) organization
to carry out its role and mission as described by its governing documents.

3. GIFTS. The Founding Contributor hereby transfers irrevocably to the
Foundation the property described on the attached Exhibit A to establish the Fund.
Subject to the right of the Foundation to reject any particular gift, any person
whether an individual, corporation, trust, estate or organization (hereinafter referred
to as "Donor") may make additional gifts to the Foundation for the purposes of the
Fund by a transfer to the Foundation of property acceptable to the Foundation in
whole or in part for the Fund. All gifts, bequests and devises to this Fund shall be
irrevocable once accepted by the Foundation.

R16

4. **DISTRIBUTION.** The annual earnings allocable to the Fund, net of the fees and expenses set forth in paragraph 11, shall be committed, granted or expended for purposes described in Code section 170 (c) (2) (B) to organizations described in sections 509 (a) (1), (2), or (3). The net appreciation of Fund principal, realized or unrealized, may not be committed, granted or expended, except as otherwise provided herein. If any gifts to the Foundation for the purposes of the Fund are received and accepted subject to a Donor's conditions or restrictions as to the use of the gift or income therefrom, said conditions or restrictions will be honored, subject, however, to the authority of the Foundation's Board of Directors (hereinafter "the Board") to vary the terms of any gift if continued adherence to any condition or restriction is in the judgment of the Foundation's Board of Directors unnecessary, incapable of fulfillment or inconsistent with the charitable needs of the community served by the Foundation. No distribution shall be made from the Fund to any individual or entity if such distribution will in the judgment of the Foundation endanger the Foundation's Code section 501 (c) (3) status.

5. **ADMINISTRATIVE PROVISIONS.** Notwithstanding anything herein to the contrary, the Foundation shall hold the Fund, and all contributions to the Fund, subject to the Articles of Incorporation and Bylaws. The Board shall monitor the distribution of the Fund, and shall have all powers of modification and removal specified in United States Treasury Regulations Section 1.17A-9 (e) (11) (v) (B).

The Board agrees to provide the Founding Contributor and any Donor that has contributed to the Foundation at least \$10,000 a copy of the annual examination of the finances of the Foundation as reported upon by independent certified public accountants.

6. **CONDITIONS FOR ACCEPTANCE OF FUNDS.** The Founding Contributor and Donors agree and acknowledge that the establishment of the Fund herein created is made in recognition of, and subject to, the terms and conditions of the Articles of Incorporation and By-laws of the Foundation as from time to time amended, and that the Fund shall at all times be subject to such terms and conditions, including but not by way of limitation, provisions for:

- (a) Presumption of Donors' intent;
- (b) Variance from Donors' direction;
- (c) Amendments.

7. **CONTINUITY.** The Fund shall continue so long as assets are available in the Fund and the purposes in the Fund can be served by its continuation. If the Fund is terminated, the Foundation shall devote any remaining assets in the Fund exclusively for charitable purposes that:

- (a) are within the scope of the charitable purposes of the Foundation's Articles of Incorporation; and,
- (b) most nearly approximate, in the good faith opinion of the Board, the original purpose of the Fund.

8. NOT A SEPARATE TRUST. The fund shall be a component part of the Foundation. All money and property in the Fund shall be held as general assets of the Foundation and not for purposes of determining the share of the Foundation's earnings allocable to the Fund and the value of the principal of the Fund, the interest of the Fund in the general assets of the Foundation shall be a percentage determined by dividing the gift to the Fund by the then value of the total assets of the Foundation, such percentage interest being subject to adjustment at the time of each addition to or reduction of the assets of the Foundation.

9. ACCOUNTING. The receipts and disbursements of this Fund shall be accounted for separately and apart from those of other gifts to the Foundation.

10. INVESTMENT OF FUNDS. The Foundation shall have all powers necessary, or in its sole discretion desirable, to carry out the purposes of the Fund, including, but not limited to, the power to retain, invest and reinvest the Fund and the power to commingle the assets of the Fund with those of other funds for investment purposes.

11. COSTS OF THE FUND. It is understood and agreed that the Fund shall share a fair portion of the total investment and administrative costs of the Foundation. Those costs annually charged against the Fund shall be determined in accordance with the then current fee schedule identified by the Foundation as applicable to funds of this type. Any costs to the Foundation in accepting, transferring or managing property donated to the Foundation for the Fund shall also be paid from the Fund.

IN WITNESS WHEREOF, the Founding Contributor has executed this Agreement and the Foundation has caused this Agreement to be approved by its Board of Directors and to be executed by a duly authorized officer, all as of the day and year first above written.

FOUNDING CONTRIBUTOR

JASPER FOUNDATION, INC.

BY _____
President

MEMORANDUM

Technical Services Staffing

Summary: We can no longer operate the Technical Services Department and manage the library's growing amount of computer equipment and networks with three persons. We need to add a fourth staff person whose main responsibility is to manage the networks, the automated system and the computer equipment in our libraries. I would like your permission to seek a full time Systems Administrator, with experience in working with computers and networks and, hopefully, libraries. I would like to try to find a person who could fill this position at a Specialist II salary of \$8.75 to \$10.66 per hour (annually: \$18,200 to \$22,173) depending upon training and experience. I think it will be possible. The money is available in the Personnel Budget to hire this person immediately. This would be the ideal time to take this step because s/he would be in on the ground floor of the installation of our CD-ROM and Internet networks

I also am sad to report that Yvonne will be leaving in May or June, hopefully, but not necessarily after the network is installed. Her "significant other" has accepted a position in Austin, Texas and will be leaving this month. She will follow later. It is important that we fill both her position and the Systems Administrator position as soon as possible.

Discussion: As I explained in my January director's letter,

- Technical Services is not able to do adequate quality control of their cataloging and classification because this task has to be the responsibility of the Technical Services Librarian who does not have time to implement necessary quality control procedures.
- Original cataloging is cataloging those items which are not included on the cd-roms which give the proper call numbers, citations, and subject headings for most materials we receive. Yvonne is the only one able to do this cataloging. She has a backlog of 6 months to 1 year on these materials.
- Many Technical Services procedures have been added or altered since Yvonne was hired. She has not had time to put these in writing. Our Procedure Manual is very important to a smooth operation and to training new staff.
- Troubleshooting computer problems and system problems, and planning for the network are taking huge amounts of Yvonne's time. Yet, she is not able to keep up with the calls for assistance from staff, altho she is trying to train one of her assistants to aid in this.
- The JCPL webpage gives information about the library to Internet users. It includes locations, hours and staff at each library, including e-mail addresses. It includes the beginning of a collection of images of our Milroy documents, information not available anywhere but at the Rensselaer Library. It includes a list of Internet sites which the staff feels will be most useful to our patrons as they begin to use our Internet workstations. It includes these ingredients and more.

- Designing a JCPL webpage and keeping it updated is a task Yvonne does on her own time at home because there is no time during her workday.
- We will need to send our database (the records of what we hold on the shelves of our libraries) out soon to have it "cleaned up" and have the authority base updated at a cost of approximately \$4200. It is hard to explain what these terms mean, but suffice it to say this would not have to be done if we had the staff and time to do it right the first time.

Staff feel very strongly about the need for this additional staff person and will be at the Board meeting to give you more insight into the reasons we need this additional person.

Next Step(s). You must determine whether to authorize me to immediately add a Systems Administrator to our staff at a Library Specialist II classification.

I will begin advertising now for a Technical Services Librarian to head the Technical Services Department. You must determine whether to authorize me to immediately add this person to our staff if we are lucky enough to find him/her before Yvonne leaves.

MEMORANDUM

FAX POLICY, STAFF COMPLAINT POLICY

Summary: The Policy Committee recommends that the Staff Complaint Policy remain in its present form. They recommend a revision in the FAX Policy to give special consideration to JCPL patrons requesting that information be faxed to their home or office.

Discussion: We know that the public today is expecting more of their libraries in respect to the speed in which they get access to the information they need. This is true across the country. By reducing the charges for the fax of *library* information to JCPL cardholders, we are helping to meet that need. The Policy Committee recommends that the \$3.00 charge per FAX be removed. The 20 cent per page charge would be increased to 30 cents. The Library would add the charges to the patron's account, to be paid the next time the patron comes to the library. See original and revised policy, R 20-21.

Vote: To accept the recommendations of the Policy Committee to approve the Staff Complaint Policy as written and the FAX Policy as revised.

FACSIMILE (FAX) MACHINE POLICY

Jasper County Public Library

The Fax machine will be used by staff when they need to communicate quickly with each other. It will also be used when a patron from one branch needs information available at another branch and does not wish to wait for it until the next transport.

There will be no charge for the first five pages of library materials faxed for a patron. If more than five pages are needed, the charge is 20 cents per page for the additional pages.

PATRON REQUESTS TO USE FAX SERVICE:

Fax machines are available for patron use. Charges are as follows for sending or receiving transmissions for the public within the continental U.S.(regardless of whether transmissions incur long distance charges):

\$3.00 for the first page and 20 cents for each additional page

Any patron sending a FAX out of the U.S. will initially pay the above amount. Any additional costs will be charged to his/her library account.

Staff and Board members will be charged 20 cents per page for personal use of the FAX machine. No flat fee will be charged.

10/94; reviewed 10/95; revised 3/96

FACSIMILE (FAX) MACHINE POLICY

Jasper County Public Library

The Fax machine will be used by staff when they need to communicate quickly with each other. It will also be used when a patron from one branch needs information available at another branch and does not wish to wait for it *to be sent by transport*.

LIBRARY MATERIALS FAXED BETWEEN LIBRARIES FOR PATRONS

There will be no charge for the first five pages of library materials faxed for a patron. If more than five pages are needed, the charge is 20 cents per page for the additional pages.

PATRON REQUESTS TO USE FAX SERVICE:

Library materials faxed to patrons' homes or businesses

JCPL patrons in good standing will be charged 30 cents per page to receive library materials by FAX. No flat fee will be charged.

Non-library materials faxed at patron request

Fax machines are available for patron use. Charges are as follows for sending or receiving transmissions for the public within the continental U.S.(regardless of whether transmissions incur long distance charges):

\$3.00 for the first page and 20 cents for each additional page

Any patron sending a FAX out of the U.S. will initially pay the above amount. Any additional costs will be charged to his/her library account.

Staff and Board members will be charged 20 cents per page for personal use of the FAX machine. No flat fee will be charged.

10/94; reviewed 10/95; revised 3/96; **draft 97**

STAFF COMPLAINT POLICY

A complaint is an employee's feeling of dissatisfaction expressed on a signed statement and dealing with some aspect of his/her employment or with some decision affecting him/her.

The employee shall be free from restraint, coercion, discrimination, or reprisal for filing a complaint. The complaint may be concluded at any stage by mutual decision.

When more than one employee is part of a complaint, all employees who are party to the complaint shall be named on the written complaint statement. Individuals who subsequently wish to withdraw from the complaint shall notify the administration in writing.

No employee may file a complaint solely on behalf of another employee.

1. Employee problems of any nature are first handled informally by discussion with the immediate supervisor. If the problem remains after a sincere effort to find a solution, it may be handled through the following procedure:
 - A. The employee shall inform his/her immediate supervisor of the complaint in writing within two weeks of the informal discussion. The written statement must be signed by the complainant(s) and include the name of the complainant(s), date of the complaint, statement of the complaint, date discussed with supervisor, and the specific resolution desired by the complainant.
 - B. The supervisor will arrange a meeting with the complainant(s), the supervisor and the Director, normally within 10 working days of the receipt of the written Complaint Form. In a case where the Director is the immediate supervisor, the Director will choose a third employee to participate in the discussion.
 - C. The Director shall make a determination and furnish the complainant with a written response to the complaint within seven working days.

2. The decision of the Director shall be final except that the complainant may appeal a complaint determination to the Library Board when:
 1. The employee contends that Board policy has been erroneously interpreted or capriciously applied to his/her harm.
 2. The employee contends Board policy itself is unfair, inhumane or in violation of his/her human rights
 3. The employee expresses a concern with the ethics of assignments given in his/her job.

The appeal to the Board can only be made after internal complaint procedures have been exhausted, and must be made within 10 days of the Director's final determination. The appeal must be made in writing and must be made through the Library Director.

10/94; reviewed 10/95

My commission expires

CERTIFIED COPY OF ADDITIONAL APPROPRIATION

COUNTY NAME: Jasper

UNIT NAME: Jasper County Public Library

Date of Publication _____ Newspaper _____

Date of Publication _____ Newspaper _____

Date of Public Hearing: _____

Date of Resolution/Ordinance March 11, 1997

STB USE ONLY

COUNTY NO: _____

UNIT NO: _____

DATE FILED: _____

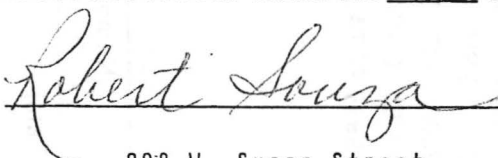
ORDER NUMBER: _____

Complete for each fund from which additional appropriations are made. Use separate column for each fund.

Lines referred to below are on 16-line computer statement from STB budget hearing.

FUND NUMBER:	176			
FUND NAME:	STATE TECHNOLOGY GRANT			
APPROPRIATION REQUEST:	\$34,204.			
AMOUNT BY REDUCTION:				
AMOUNT BY SURPLUS:				
1. Property Tax Levy (Line 16)				
Levy Excess applied (Line 15)				
3. PTRC from Cagit (Line 13)				
4. Misc. Revenue Estimate (Line 8B) (If higher than 8B, revised Form 2 must be attached)	\$34,204.			
5. January 1 Cash Balance including investments				
6. Total Funds Available (1+2+3+4+5)	\$34,204.			
7. Original Budget	\$34,204.			
8. Encumbered Appropriations				
9. Total Beginning Appropriations (7+8)	\$34,204.			
10. Surplus Funds (6-9)				
11. Amount appropriated since January 1st less any reductions in appropriations				
12. Surplus Funds Remaining (10-11)				

I, Robert Souza fiscal officer of Jasper County Public Library do hereby certify that the above
Name Taxing Unit
information is true and correct. Dated this 11th day of March, 1997

 Signature

Board Treasurer Title

208 W. Susan Street Unit Address

219-866-5881 Telephone No.

Rensselaer, IN 47978-2447 City/State/Zip

ID YEAR CO TYPE KEY
(STB USE ONLY)

TAXING UNIT

COUNTY

AMOUNT
APPROPRIATED

AMOUNT BY
REDUCTION

STB
APPROVED

STB
DENIED

FUND: State Technology Grant

100000 PERSONAL SERVICES
200000 SUPPLIES
300000 OTHER SERVICES AND CHARGES
400000 CAPITAL OUTLAY
9999 TOTAL

DEPARTMENT: _____

3393.			
30811.			
34204.			

FUND: _____

100000 PERSONAL SERVICES
200000 SUPPLIES
300000 OTHER SERVICES AND CHARGES
400000 CAPITAL OUTLAY
9999 TOTAL

DEPARTMENT: _____

FUND: _____

100000 PERSONAL SERVICES
200000 SUPPLIES
300000 OTHER SERVICES AND CHARGES
400000 CAPITAL OUTLAY
9999 TOTAL

DEPARTMENT: _____

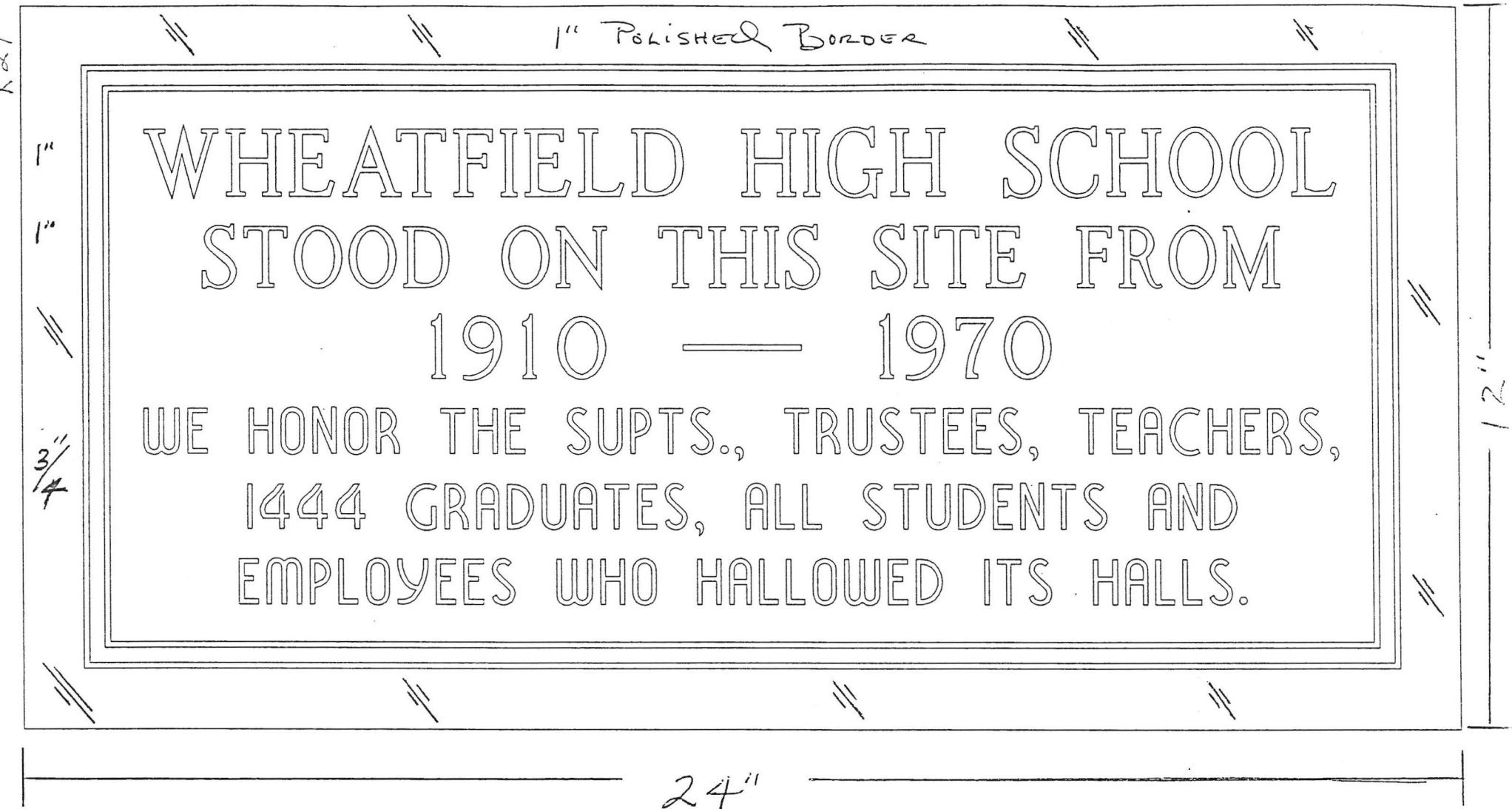
FUND TOTAL:
(If departmentalized)

I, Robert Souza fiscal officer of Jasper County Public Library, do hereby certify that amounts appropriated on
(Name) (Taxing Unit)
March 11, 1997 are to be apportioned to the above stated major classes.
(Date)

Treasurer, Jasper County Public Library

Signature/Title

Attach additional copies as needed.



1" ROMAN SANDBLAST LETTERING

3/4" VERMARCO SANDBLAST LETTERING

2
-OF-
2-

Board Meeting Dates
April - December 1997

As scheduled now: (After April, second Monday of the Month)

Tuesday, April 8
Monday, May 12 (at DeMotte)
Monday, June 9
Monday, July 14
Monday, August 11
Monday, August 25 (to pass budget only)
Monday, September 8 (at Wheatfield)
Monday, October 13
Monday, November 10
Monday, December 15 (third Monday)

If we continued with meetings on the second Tuesday

Tuesday, April 8
Tuesday, May 13
Tuesday, June 10
Tuesday, July 8
Tuesday, August 12
Tuesday, August 26 (to pass budget only)
Tuesday, September 9 (at Wheatfield) (Children's Specialists Report)
Tuesday, October 14
Tuesday, November 11 (Technical Services Report)
Tuesday, December 16 (third Tuesday)

JCPL FINANCIAL STATEMENT

FEBRUARY 1997

	<u>Beginning 1997 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$428,405.17	\$4,926.74	\$8,704.85	\$69,967.62	\$147,649.81	\$289,460.21
Investments \$103,100.00						
Public Library Access Card Fund	\$40.00	\$21.00	\$42.00	\$0.00	\$40.00	\$42.00
Gift Fund	\$2,694.83	\$474.00	\$499.00	\$14.95	\$105.19	\$3,088.64
DeMotte	\$905.58	\$60.00	\$75.00	\$0.00	\$34.95	\$945.63
Rensselaer	\$1,019.55	\$414.00	\$424.00	\$0.00	\$55.29	\$1,388.26
Wheatfield	\$769.70	\$0.00	\$0.00	\$14.95	\$14.95	\$754.75
Bond & Interest Redemption Fund	\$96,902.46	\$0.00	\$0.00	\$0.00	\$0.00	\$96,902.46
Investments \$96,900.00						
Host/Hospitality Fund	\$0.00	\$841.36	\$841.36	\$583.55	\$583.55	\$257.81
Library Improvement Reserve Fund	\$69,841.66	\$289.02	\$459.15	\$0.00	\$0.00	\$70,300.81
Investments \$0.00						
etty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund	\$1,471.65	\$0.00	\$0.00	\$0.00	\$0.00	\$1,471.65
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$376.80	\$140.00	\$140.00	\$0.00	\$300.00	\$216.80
Indiana Technology Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$9,263.77	\$0.00	\$131.92	\$0.00	\$0.00	\$9,395.69
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
State Tax Collected	\$0.00	\$0.00	\$0.00	(\$1,468.90)	(\$1,468.90)	\$1,468.90
County Tax Collected	\$0.00	\$0.00	\$0.00	(\$426.14)	(\$426.14)	\$426.14
Employee Health Insur.	\$328.78	\$0.00	\$0.00	(\$171.33)	(\$189.12)	\$517.90
Employee P.E.R.F.	\$2,991.93	\$0.00	\$0.00	(\$1,127.79)	\$772.88	\$2,219.05
TOTAL ALL FUNDS.....	\$612,517.05	\$6,692.12	\$10,818.28	\$67,371.96	\$147,367.27	\$475,968.06

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
28 Feb 97

1.	BANK ONE CHECKING	189406.40
2.	BANK ONE-CONSTRUCTION FUND SAV	9395.69
3.	BANK ONE-LIRF	70300.81
4.	.	.00
5.	DEMOTTE STATE BANK	6865.16
6.		.00
7.		.00
8.		.00
9.		.00
10.		.00
11.		.00
12.		.00
13.	PEOPLES STATE BANK CDs (1)	200000.00
14.		.00
15.		.00
TOTAL ALL BANK ACCOUNTS		475968.06

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 28 Feb 97

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
16 JUN 97	30000284	PEOPLES STATE	181 DAYS	200000.00	5.55	OP-103100;8	17 DEC 96	.00	
--TOTALS--				200000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 28 Feb 97

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
16 JAN 97	30000286	PEOPLES STATE	30 DAY	125000.00	5.30	OPERATING	17 DEC 96	544.52	
14 FEB 97	30000285	PEOPLES STATE	62 DAY	125000.00	5.55	OPERATING	17 DEC 96	1178.42	
--TOTALS--				250000.00				1722.94	

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

28 Feb 97

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	41912.00	3458.00	6850.13	35061.87	16.3
1.12	SALARY OF ASSISTANTS	492774.78	38671.17	75257.05	417517.73	15.3
1.13	WAGES OF JANITORS	36366.75	2413.30	4791.25	31575.50	13.2
1.21	EMPLOYER'S SHARE-FICA	43689.74	3407.52	6647.77	37041.97	15.2
1.22	UNEMPLOYMENT COMPENSATION	3104.00	.00	148.39	2955.61	4.8
1.23	EMPLOYER'S CONTRIB.- PERF	24150.00	.00	5485.53	18664.47	22.7
1.24	EMPLOYER'S CONTRIB.- INS.	16200.00	219.95	1029.95	15170.05	6.4
1.31	OTHER PERSONAL SERVICES	1000.00	132.36	152.36	847.64	15.2
2.11	OFFICIAL RECORDS	1000.00	.00	18.27	981.73	1.8
2.12	STATIONERY AND PRINTING	700.00	.00	.00	700.00	.0
2.13	OTHER OFFICE SUPPLIES	5200.00	19.96	323.02	4876.98	6.2
2.21	CLEANING & SANITATION SUPPLIES	4000.00	54.91	57.15	3942.85	1.4
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	.00	20.00	.0
2.23	OTHER OPERATING SUPPLIES	4200.00	260.82	272.17	3927.83	6.5
2.31	BUILDING MATERIALS & SUPPLIES	700.00	.00	52.50	647.50	7.5
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	.00	200.00	.0
2.33	REPAIR PARTS	500.00	8.78	8.78	491.22	1.8
2.41	LIBRARY SUPPLIES	4500.00	435.16	484.21	4015.79	10.8
2.42	AUTOMATION SUPPLIES	4300.00	.00	.00	4300.00	.0
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	.00	.00	1250.00	.0
3.14	OTHER PROFESSIONAL SERVICES	9400.00	232.50	332.50	9067.50	3.5
3.21	TELEPHONE	12000.00	897.65	1793.82	10206.18	14.9
3.22	POSTAGE	6650.00	778.00	792.63	5857.37	11.9
3.23	TRAVELING EXPENSE	4500.00	247.80	416.70	4083.30	9.3
3.24	PROFESSIONAL MEETINGS	6200.00	70.00	169.00	6031.00	2.7
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17621.00	946.18	1892.36	15728.64	10.7
3.31	ADVERTISING & PUBLIC NOTICES	900.00	.00	.00	900.00	.0
3.32	OTHER PRINTING	150.00	.00	.00	150.00	.0
3.41	OFFICIAL BONDS	250.00	.00	.00	250.00	.0
3.42	OTHER INSURANCE	18000.00	.00	.00	18000.00	.0
3.51	GAS	27000.00	4698.23	8361.46	18638.54	31.0
3.52	ELECTRICITY	51000.00	4150.40	7284.13	43715.87	14.3
3.53	WATER	1000.00	50.15	125.05	874.95	12.5
3.54	WASTE DISPOSAL SERVICES	2500.00	166.37	422.74	2077.26	16.9
3.61	BUILDING & STRUCTURES	34000.00	3587.16	4937.40	29062.60	14.5
3.62	EQUIPMENT	4000.00	180.00	407.50	3592.50	10.2
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	33.95	75.90	149.10	33.7
3.91	DUES	2100.00	870.00	900.00	1200.00	42.9
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	55000.00	.00	.00	55000.00	.0
3.95	SERVICE CONTRACTS	9400.00	488.02	1253.22	8146.78	13.3
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	30000.00	.00	99.00	29901.00	.3
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	42000.00	61.20	61.20	41938.80	.1
4.51	BOOKS	137000.00	2446.87	12523.45	124476.55	9.1
4.52	PERIODICALS & NEWSPAPERS	36700.00	306.94	1528.51	35171.49	4.2
4.53	NONPRINTED MATERIALS	33300.00	674.27	2694.71	30605.29	8.1
	-TOTAL-	1226833.27	69967.62	147649.81	1079183.46	12.0

CHANGES TO APPROPRIATION REPORT
DATE 28 Feb 97

Fund/Account No	Date	Amount	Explanation
00-1.12	02 Jan 97	24357.78	ENCUMBERED FUNDS/BD.ACTION 12-96
00-1.13	02 Jan 97	2775.75	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.21	02 Jan 97	2078.74	ENCUMBERED FUNDS/BD.ACTION 12-96
100-4.52	13 Feb 97	-3300.00	PER BOARD APPROVAL-2/11/97 MTG.
100-4.53	13 Feb 97	3300.00	PER BOARD APPROVAL-2/11/97 MTG.
180-3.14	15 Jan 97	131.92	INTEREST EARNED 4th QUARTER 1996

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 28 Feb 97

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
TRANSFER	00233	JASPER COUNTY PUBLIC LIBRARY	125000.00	10 FEB 97	CD #3000285 MATURED
EFT DEBIT	00276	INTERNAL REVENUE SERVICE CEN	5285.44	25 FEB 97	FICA & FED TAX WITHHELD 25 F EFT #01234045-TRANSFER 26 FE
EFT DEBIT	00232	INTERNAL REVENUE SERVICE CEN	5951.63	10 FEB 97	FED & FICA TAX WITHHELD 10 F EFT #00966833-TRANSFER 11 FE
006113	00203	MARLENE BEEDLE	496.25	10 FEB 97	PAYROLL
006114	00211	YVONNE J. BEEVER	798.30	10 FEB 97	PAYROLL
006115	00214	BELSTRA, COURTNEY B.	72.54	10 FEB 97	PAYROLL
006116	00196	GLENDA BROWN	675.61	10 FEB 97	PAYROLL
006117	00199	RENEE CARR	540.39	10 FEB 97	PAYROLL
006118	00218	VALERIE A. COLVIN	283.62	10 FEB 97	PAYROLL
006119	00198	LYNN DAUGHERTY	929.78	10 FEB 97	PAYROLL
006120	00221	LYNDA E. DAY	463.88	10 FEB 97	PAYROLL
006121	00202	JULIE EISELE	578.47	10 FEB 97	PAYROLL
006122	00190	CHARLOTTE FAGEN	723.38	10 FEB 97	PAYROLL
006123	00217	STEPHANIE D. FILSON	456.63	10 FEB 97	PAYROLL
006124	00215	HEEKE, MICHELLE M.	880.29	10 FEB 97	PAYROLL
006125	00222	SANDRA L. HESTERMAN	246.41	10 FEB 97	PAYROLL
006126	00201	ROSE E. HOWARD	538.53	10 FEB 97	PAYROLL
006127	00204	GAIL M. JUNG	713.96	10 FEB 97	PAYROLL
006128	00210	ANGELA M. KARCH	108.03	10 FEB 97	PAYROLL
006129	00228	ERIN C. KINGMAN	27.70	10 FEB 97	PAYROLL
006130	00197	DIANA KOBY	438.88	10 FEB 97	PAYROLL
006131	00193	JOAN KOPANDA	492.45	10 FEB 97	PAYROLL
006132	00194	KROS, DIANE	698.84	10 FEB 97	PAYROLL
006133	00226	KAREN R. LEICHTY	101.08	10 FEB 97	PAYROLL
006134	00206	SHARON K. LEWIS	116.20	10 FEB 97	PAYROLL
006135	00227	KATIE A. MILLER	165.90	10 FEB 97	PAYROLL
006136	00224	MOONEY, LOREILENE M.	92.35	10 FEB 97	PAYROLL
006137	00216	DIANE M. OPOLSKI	390.46	10 FEB 97	PAYROLL
006138	00195	BONNIE POWELL	468.93	10 FEB 97	PAYROLL
006139	00212	ANNETTE M. PRATT	69.59	10 FEB 97	PAYROLL
006140	00219	JACKIE REAGAN	540.94	10 FEB 97	PAYROLL
006141	00213	LISA RUSHER	515.49	10 FEB 97	PAYROLL
006142	00191	SHARON SCHULENBERG	611.95	10 FEB 97	PAYROLL
006143	00208	JACK STANDISH	300.09	10 FEB 97	PAYROLL
006144	00192	JILL TACHIRIS	733.53	10 FEB 97	PAYROLL
006145	00223	VIRGINIA VIS	83.55	10 FEB 97	PAYROLL
006146	00225	VIRGINIA L. VIS	180.37	10 FEB 97	PAYROLL
006147	00220	SUSAN M. WAKELAND	83.11	10 FEB 97	PAYROLL
006148	00205	WEBSTER, RACHAEL D.	503.75	10 FEB 97	PAYROLL
006149	00200	WHITED, AMBER	376.25	10 FEB 97	PAYROLL
006150	00209	MARGARET M. WOODS	631.29	10 FEB 97	PAYROLL
006151	00207	LEANNE YORK	901.14	10 FEB 97	PAYROLL
006152	00247	MARLENE BEEDLE	409.68	25 FEB 97	PAYROLL
006153	00255	YVONNE J. BEEVER	798.30	25 FEB 97	PAYROLL
006154	00257	BELSTRA, COURTNEY B.	87.06	25 FEB 97	PAYROLL
006155	00240	GLENDA BROWN	569.74	25 FEB 97	PAYROLL

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
006156	00243	RENEE CARR	470.44	25 FEB 97	PAYROLL
006157	00261	VALERIE A. COLVIN	266.85	25 FEB 97	PAYROLL
006158	00242	LYNN DAUGHERTY	929.78	25 FEB 97	PAYROLL
006159	00264	LYNDA E. DAY	198.65	25 FEB 97	PAYROLL
006160	00246	JULIE EISELE	484.01	25 FEB 97	PAYROLL
006161	00234	CHARLOTTE FAGEN	723.38	25 FEB 97	PAYROLL
006162	00260	STEPHANIE D. FILSON	456.63	25 FEB 97	PAYROLL
006163	00258	HEEKE, MICHELLE M.	880.29	25 FEB 97	PAYROLL
006164	00265	SANDRA L. HESTERMAN	243.76	25 FEB 97	PAYROLL
006165	00245	ROSE E. HOWARD	457.82	25 FEB 97	PAYROLL
006166	00248	GAIL M. JUNG	719.61	25 FEB 97	PAYROLL
006167	00254	ANGELA M. KARCH	113.10	25 FEB 97	PAYROLL
006168	00271	ERIN C. KINGMAN	98.58	25 FEB 97	PAYROLL
006169	00241	DIANA KOBY	438.75	25 FEB 97	PAYROLL
006170	00237	JOAN KOPANDA	473.14	25 FEB 97	PAYROLL
006171	00238	KROS, DIANE	587.91	25 FEB 97	PAYROLL
006172	00270	KAREN R. LEICHTY	138.14	25 FEB 97	PAYROLL
006173	00250	SHARON K. LEWIS	116.20	25 FEB 97	PAYROLL
006174	00267	KRISTINE L. MAYS	54.95	25 FEB 97	PAYROLL
006175	00268	MOONEY, LOREILENE M.	78.50	25 FEB 97	PAYROLL
006176	00259	DIANE M. OPOLSKI	350.43	25 FEB 97	PAYROLL
006177	00239	BONNIE POWELL	314.51	25 FEB 97	PAYROLL
006178	00262	JACKIE REAGAN	540.94	25 FEB 97	PAYROLL
006179	00256	LISA RUSHER	435.47	25 FEB 97	PAYROLL
006180	00235	SHARON SCHULENBERG	503.93	25 FEB 97	PAYROLL
006181	00252	JACK STANDISH	297.54	25 FEB 97	PAYROLL
006182	00236	JILL TACHTIRIS	563.73	25 FEB 97	PAYROLL
006183	00266	VIRGINIA VIS	105.54	25 FEB 97	PAYROLL
006184	00269	VIRGINIA L. VIS	154.87	25 FEB 97	PAYROLL
006185	00263	SUSAN M. WAKELAND	83.11	25 FEB 97	PAYROLL
006186	00249	WEBSTER, RACHAEL D.	487.14	25 FEB 97	PAYROLL
006187	00244	WHITED, AMBER	287.28	25 FEB 97	PAYROLL
006188	00253	MARGARET M. WOODS	532.79	25 FEB 97	PAYROLL
006189	00251	LEANNE YORK	901.14	25 FEB 97	PAYROLL
015585	00142	AFFORDABLE COMMUNICATIONS	120.00	11 FEB 97	TELEPHONE REPAIRS-RENS.
015586	00143	AMERICAN LIBRARY ASSOCIATION	870.00	11 FEB 97	1997 MEMBERSHIP
015587	00144	BAKER & TAYLOR	1808.33	11 FEB 97	BOOKS, NON-PRINT, GIFT BOOKS
015588	00145	BAKER & TAYLOR BOOKS	333.58	11 FEB 97	CONTINUATIONS
015589	00146	BAKER & TAYLOR ENTERTAINMENT	53.33	11 FEB 97	CIRCULATING CD-ROM
015590	00147	BETTY A. HUFF (PAS-TIME BOO	141.16	11 FEB 97	BOOKS
015591	00148	CHARLOTTE FAGEN	30.00	11 FEB 97	MILEAGE
015592	00149	COAST TO COAST	8.78	11 FEB 97	EXHAUST FAN BELTS-RENS. REST
015593	00150	CONSUMER ELECTRONICS SPECIAL	60.00	11 FEB 97	SATELLITE DISH-REPROGRAMMING
015594	00151	CUSTOM LAWN CARE	844.50	11 FEB 97	SNOW REMOVAL-JANUARY 1997-RE
015595	00152	GALE RESEARCH INC.	130.58	11 FEB 97	CONTEMP. AUTHORS VOL. 153
015596	00153	DIANA KOBY	7.20	11 FEB 97	MILEAGE
015597	00154	DIVISION OF ELEVATOR SAFETY	52.00	11 FEB 97	SEMI-ANNUAL ELEVATOR INSPECT
015598	00155	GAIL JUNG	13.20	11 FEB 97	MILEAGE

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015599	00156	GUILD PRESS OF INDIANA, INC.	18.66	11 FEB 97	BOOK
015600	00157	GAYLORD BROS.	84.43	11 FEB 97	BOOK PLATES, SPINE LABELS,VI
015601	00158	HANSEN'S SNOW REMOVAL	1830.00	11 FEB 97	SNOW REMOVAL-JAN.1997-DEMOTT
015602	00159	HIGHSMITH CO. INC.	415.51	11 FEB 97	SUMMER READING PROG.& BOOK R
015603	00160	HP PRODUCTS CORP.	255.24	11 FEB 97	ICE MELT
015604	00161	JACKIE REAGAN	33.00	11 FEB 97	MILEAGE
015605	00162	JULIE EISELE	13.20	11 FEB 97	MILEAGE
015606	00163	LDDS WORLDCOM	809.64	11 FEB 97	LONG DISTANCE & DATA LINES-J
015607	00164	LYNN DAUGHERTY	112.00	11 FEB 97	MILEAGE,NILBA & LEGISLATIVE
015608	00165	NETNITCO	67.50	11 FEB 97	INTERNET SERVICE-FEB 1997
015609	00166	NIPSCO	3434.58	11 FEB 97	UTILITIES-DEM. 12/18/96-1/20
015610	00167	NORTHWESTERN INDIANA TELEPHO	147.00	11 FEB 97	TELEPHONE-FEB 1997-DEMOTTE
015611	00168	ON CUE #6106	114.35	11 FEB 97	CDs & VIDEOS
015612	00169	PEGGY WOODS	6.60	11 FEB 97	MILEAGE
015613	00170	PATRICK OATIS	367.50	11 FEB 97	BEGIN.SIGN LANGUAGE WORKSHOP
015614	00171	POSTMASTER	24.00	11 FEB 97	PO BOX 247 RENTAL-WHEATFIELD
015615	00172	POSTMASTER GENERAL	778.00	11 FEB 97	STAMPS:2000-32c; 100-50c; 60 100-23c; 25 POSTCARDS
015616	00173	REGENT BOOK CO., INC.	21.93	11 FEB 97	BOOKS
015617	00174	SAINT JOSEPH COLLEGE	132.36	11 FEB 97	WORK-STUDY (VALENCIA McLAURI
015618	00175	SCHULTZ TV & ELECTRONICS	5.58	11 FEB 97	BATTERIES-DOOR BELL-DEMOTTE
015619	00176	SECURITY COURIERS CORP.	488.02	11 FEB 97	TRANSPORT SERV. 1/17-1/31-97
015620	00177	SHERMAN SPECIALITY COMPANY,	35.90	11 FEB 97	VOLUNTEER PRIZES-RENS.CHILDR
015621	00178	SOCIAL ISSUES RESOURCES SERI	285.00	11 FEB 97	SUBSCRIPTION UPDATES-1997
015622	00179	STONE-WOLF PRODUCTIONS, INC	75.40	11 FEB 97	VIDEOS
015623	00180	T.C.& M., INC.	144.26	11 FEB 97	REPLACE DIMMER SWITCH-RENS.
015624	00181	T.J. PUBLISHERS, INC.	448.55	11 FEB 97	SIGN LANGUAGE BOOKS/CLASS
015625	00182	TEETERS CULLIGAN	9.95	11 FEB 97	COOLER RENTAL-FEB 1997-WHEAT
015626	00183	TODAY'S HOMEOWNER	21.94	11 FEB 97	2 YR.MAGAZINE SUBSCRIPTION-R
015627	00184	TOWN OF DEMOTTE	40.72	11 FEB 97	SEWER SERVICE-DECEMBER 1996
015628	00185	TOWN OF WHEATFIELD SEWER WOR	41.05	11 FEB 97	SEWER SERVICE-FEB 1997-WHEAT
015629	00186	TruGreen-ChemLawn	716.40	11 FEB 97	ANNUAL FERTILIZER/INSECTICID
015630	00187	TYSEN'S COUNTRY GROCERY, INC	58.62	11 FEB 97	CHILDREN PROG.-DEM.& JANITOR
015631	00188	WAL-MART STORES, INC.	415.54	11 FEB 97	VIDEOS & CDs
015632	00189	YVONNE BEEVER	102.60	11 FEB 97	MILEAGE
015635	00229	ACORDIA PERSONAL BENEFITS, I	220.95	10 FEB 97	QUARTERLY PREMIUM/WEBSTER
015636	00230	INDIANA DEFERRED COMPENSATIO	567.08	10 FEB 97	WITHHELD FROM PAYROLL FEB 10 DAUGHERTY,KOBY,KOPANDA,SCHUL
015637	00231	UNITED TELEPHONE COMPANY	675.13	10 FEB 97	DATA LINE/TELEPHONE-FEB/RENS
015638	00272	INDIANA DEFERRED COMPENSATIO	567.08	25 FEB 97	WITHHELD FROM 25 FEB 97 PAYR DAUGHERTY,KOBY,KOPANDA,SCHUL
015639	00273	CITY OF RENSSELAER	3024.82	25 FEB 97	RENSSELAER-UTILITIES-1/9-2/1
015640	00274	NIPSCO	2523.98	25 FEB 97	UTILITIES-1/20-2/14/97,DEM;W
015641	00275	UNITED TELEPHONE COMPANY	144.56	25 FEB 97	TELEPHONE-WHEATFIELD-FEB 199

--TOTAL AMOUNT OF CLAIMS-- 192371.96

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 192371.96. Dated 11 MAR 97.

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_____	_____
_____	_____
_____	_____

Receipt Breakdown
FEBRUARY 28, 1997

[illegible]

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015642	00277	ACORDIA PERSONAL BENEFITS, I	544.93	11 MAR 97	QTLY PREMIUM-Y. BEEVER
015643	00278	AEC ONE STOP GROUP, INC.	455.19	11 MAR 97	COMPACT DISCS
015644	00279	ALL-PHASE ELECTRIC SUPPLY CO	97.50	11 MAR 97	BALLAST FOR #305 OUTDOOR FIX
015645	00280	AMERICAN LIBRARY ASSN	94.40	11 MAR 97	NEWBERRY/CALDECOTT SEALS
015646	00281	AUSTIN BOOK SALES	204.11	11 MAR 97	VGM CAREER BOOKS-STANDING OR
015647	00282	AVC CORPORATION	99.00	11 MAR 97	FINANCIAL COMP. SERV. AGREEM
015648	00283	BAKER & TAYLOR	5274.06	11 MAR 97	BOOKS, A.V.
015649	00284	BAKER & TAYLOR BOOKS	310.75	11 MAR 97	CONTINUATIONS
015650	00285	BAKER & TAYLOR ENTERTAINMENT	153.20	11 MAR 97	VIDEOS
015651	00286	BEN FRANKLIN	7.87	11 MAR 97	CHILDREN'S PROGRAM-HOSPITALI
015652	00287	BETTY A. HUFF (PAS-TIME 800	303.79	11 MAR 97	BOOKS
015653	00288	CAMPBELL PRINTING COMPANY	564.00	11 MAR 97	LETTERHEADS, ENVELOPES
015654	00289	CHARLOTTE FAGEN	42.00	11 MAR 97	MILEAGE
015655	00290	CLEMENT COMMUNICATIONS INC.	111.80	11 MAR 97	SUPERVISOR'S GUIDE TO EMPLOY
015656	00291	COMMERCIAL OFFICE ENVIRONMEN	250.00	11 MAR 97	FLEXSTEEL GLIDER REPAIRS-DEM
015657	00292	CONGRESSIONAL QUARTERLY INC.	394.99	11 MAR 97	CQ RESEARCHER RENEWAL & CQ B
015658	00293	DAVIDSON TITLES INC.	66.05	11 MAR 97	BOOKS
015659	00294	DEMCO	91.33	11 MAR 97	NORBOND,HANG-UP BAGS,CLASSIF
015660	00295	DIANA KOBY	39.60	11 MAR 97	CHILDREN PROG.HOSPITALITY &
015661	00296	DIANE KROS	36.30	11 MAR 97	MILEAGE
015662	00297	DUMAS & MORIARTY	225.00	11 MAR 97	LEGAL CONSULTATIONS
015663	00298	EBSCO SUBSCRIPTION SERVICES	1470.46	11 MAR 97	MAGAZINE RENEWALS-1997
015664	00299	EDUCATIONAL RECORD CENTER	311.87	11 MAR 97	AUDIOVISUAL
015665	00300	ELKHART PUBLIC LIBRARY	34.95	11 MAR 97	ILL LOST MATERIALS
015666	00301	FACTS ON FILE, INC.	25.70	11 MAR 97	BOOK
015667	00302	FASE'S WATER TREATMENT & FLO	43.75	11 MAR 97	REDOUT
015668	00303	GA FOODS GROUP	17.97	11 MAR 97	SATELLITE PROGRAM-HOSPITALIT
015669	00304	GALE RESEARCH INC.	97.39	11 MAR 97	SOMETHING/AUTHOR, VOL. 91
015670	00305	GALLAUDET UNIVERSITY PRESS	25.03	11 MAR 97	BOOKS
015671	00306	GRUNKO FILMS INC.	28.95	11 MAR 97	A.V.
015672	00307	HANSEN'S SNOW REMOVAL	480.00	11 MAR 97	FEBRUARY SNOW REMOVAL-DEMOTT
015673	00308	HERITAGE OFFICE PRODUCTS, IN	83.83	11 MAR 97	TYPEWRITER RIBBONS/PRINTWHEE
015674	00309	HIGHSMITH CO. INC.	165.84	11 MAR 97	NCR FORMS/LITERATURE HOLDERS
015675	00310	HP PRODUCTS CORP.	565.27	11 MAR 97	PAPER PROD.,MISC.JANITOR/CAR
015676	00311	INCOLSA	70.00	11 MAR 97	ADV.INTRO/MICROCOMPUTERS-KOO 3/6/97 (LAKE CO.P.L.) & 1997 MEMBERSHIP
015677	00312	INDIANA DONORS ALLIANCE	40.00	11 MAR 97	DIRECTORY
015678	00313	INFORMATION/REFERENCE GROUP	1677.35	11 MAR 97	CONTEMP.AUTHORS/DISC.JOBS&CA ENCYL. OF ASSOC.-BOOK
015679	00314	JOURNAL AND COURIER	182.00	11 MAR 97	SUBSCRIPTION-DEM.2/11/97-2/1
015680	00315	JUST OUR SIZE VIDEOS	23.90	11 MAR 97	VIDEO
015681	00316	LANDMARK AUDIOBOOKS	1764.00	11 MAR 97	3 AUDIO LEASE SUBSCRIPTIONS
015682	00317	LAWRENCE ELECTROSTATIC CO.	550.00	11 MAR 97	RESTROOM STALL PAINTING-RENS
015683	00318	LIBRARY STORE, INC.	11.40	11 MAR 97	VIDEO STICKERS
015684	00319	LYNN DAUGHERTY	21.60	11 MAR 97	MILEAGE/BANK DEPOSIT BAG
015685	00320	GAIL JUNG	33.93	11 MAR 97	RENSSELAER PETTY CASH
015686	00321	MICROMARKETING ASSOCIATES	53.90	11 MAR 97	A.V.

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015687	00322	MOYER BOOK SALES	277.42	11 MAR 97	BOOKS
015688	00323	NATIONAL SEMINARS GROUP	163.95	11 MAR 97	THINKING OUTSIDE THE LINE/YO LEADERSHIP/SUPERVISORY SKILL
015689	00324	NIPSCO	842.62	11 MAR 97	WHEATFIELD-UTILITIES 1/14-2/
015690	00325	NORTHWESTERN INDIANA TELEPHO	151.13	11 MAR 97	DEMOTTE-TELEPHONE-MARCH 1997
015691	00326	ON CUE #6106	27.56	11 MAR 97	VIDEOS
015692	00327	PATRICK OATIS	367.50	11 MAR 97	BEGIN.SIGN LANGUAGE-BALANCE
015693	00328	PHILIP N. HOWARD	165.00	11 MAR 97	SNOW REMOVAL-JAN & FEB-WHEAT
015694	00329	POSTMASTER GENERAL	640.00	11 MAR 97	32 CENT STAMPS-2000
015695	00330	PRECISION CONTROL SYSTEMS, I	99.39	11 MAR 97	AQUASTAT FOR PREV.MTNCE
015696	00331	QUILL	582.73	11 MAR 97	CONST.PAPER,COPY/COMP.PAPER,
015697	00332	REED REFERENCE PUBLISHING	323.24	11 MAR 97	SUBJ.GUIDE TO CHILDREN'S BIP
015698	00333	RENSSELAER REPUBLICAN	16.10	11 MAR 97	TECH.GRANT ADD.APPROPRIATION
015699	00334	RUSS' PRINT SHOP	39.20	11 MAR 97	SUMMER RDG-BEAT THE HEAT CER
015700	00335	SECURITY COURIERS CORP.	563.10	11 MAR 97	COURIER SERV.-2/7 TO 2/21/97
015701	00336	SELECTVIDEO	157.45	11 MAR 97	VIDEOS
015702	00337	SHARON SCHULENBERG	12.99	11 MAR 97	BANNER-RENS. CHILDREN'S DEPT
015703	00338	SIMPLEX TIME RECORDER CO.	330.00	11 MAR 97	ADD.SPRINKLER PREV.MTNCE-DEM
015704	00339	SMITH TRUE VALUE FARM STORE	16.99	11 MAR 97	WIRELESS DOORBELL-DEM.
015705	00340	THE TIMES-HAMMOND EDITION	185.40	11 MAR 97	NEWSPAPER SUBSCR. 2/4/97-2/4
015706	00341	THE TIMES-PORTER COUNTY EDIT	130.00	11 MAR 97	NEWSPAPER SUBSCR.3/17/97-3/1
015707	00342	TIMESTEP PLAYERS	152.25	11 MAR 97	SUMMER RDG.PROG.DEPOSIT-DEM
015708	00343	T.J. PUBLISHERS, INC.	48.38	11 MAR 97	SIGN LANGUAGE WORKBOOK
015709	00344	TEETERS CULLIGAN	34.70	11 MAR 97	WATER COOLER RENTAL & WATER-
015710	00345	TYSEN'S COUNTRY GROCERY, INC	94.88	11 MAR 97	AFTER-SCHOOL PROG-DEM & CLEA
015711	00346	VIKING OFFICE PRODUCTS	72.78	11 MAR 97	PAPER CLIPS,PRINTER CARTR.,R
015712	00347	WALL STREET JOURNAL	598.00	11 MAR 97	2 YR. SUBSCR.-DEM.(5/99),WH.
015713	00348	WASHINGTON POST	48.00	11 MAR 97	WEEKLY ED.SUBSCR.2/97-2/98,

--TOTAL AMOUNT OF CLAIMS-- 23285.72

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 23285.72. Dated 11 MAR 97.

APR

AGENDA

Jasper County Public Library Board of Trustees
Tuesday, April 8, 7:00 PM
Rensselaer Meeting Room
Monthly Meeting

	<u>Purpose</u>
<u>Opening of meeting</u>	
A. Moment of silence	
B. Repurchase Agreements: Presentation (R 33)	Action
B. Approval of agenda format	Action
<u>Approval of Consent Agenda Items</u>	Action
A. Minutes (R 1)	
B. Bills/Financial Reports (F)	
C. Board meeting dates (R 9)	
D. Library Policies (R 11-R 15)	
E. Workshop Approval (R 34)	
F. Salary ordinance update (R 7)	
G. Advance Draw Request (R 33)	
<u>General Business</u>	
A. Technology Project (R 33)	Action
B. NILBA Dinner (R35)	Information
C. Long Range Plan (R27-R 32)	Information
D. Memorial Fund (R 17 - R 24)	Action
<u>Director's Report</u> (R 33-R36)	Discussion
<u>Items for future Agendas</u>	
<u>Public Forum</u>	
<u>Adjournment</u>	

MINUTES.....March 11, 1997
 Meeting of the Jasper County Public Library Board 7:00 PM

Present: Mary Linda Casey, Mary Duggleby, Anne-Marie Egan, Barbara Leestma, Pat O'Rourke, Lynn Daugherty. Absent: Wil Doty, Robert Souza.

AGENDA: Under the Consent Agenda a revised copy of the Salary Ordinance Update was presented. The agenda format was approved on a motion by B. Leestma, seconded by A-M Egan. Motion passed.

CONSENT AGENDA: B. Leestma moved, seconded by M. Duggleby, to approved the Consent Agenda items which include the February Minutes, Bills/Financial Reports, revised Salary Ordinance, Additional Appropriation of \$34,204 for the Technology Grant, Staff Complaint Policy, recommended changes to Fax Policy as presented, Workshop permission, and placement of the Wheatfield High School Historical Marker. All were in favor.

BOARD MEETING DATES: Information was unavailable at board time to consider any changes to the present calendar. Board tabled decision until the April Board Meeting.

TECHNICAL SERVICES STAFFING: A-M Egan moved to hire a fourth staff as a Systems Administrator under the Library Specialist II classification. B. Leestma seconded the motion. Vote was unanimous.

Yvonne Beever, Technical Services Librarian, has given notice that she will be leaving in May/June 1997. Because of the technological changes taking place in the next several months and the ease of a transition, L Daugherty will advertise to fill this position as soon as possible, however, will get a definite termination date from Y. Beever before hiring her replacement in order to stay within budget.

TECHNOLOGY PROJECT: Installation of the wiring by Greatline Communications is scheduled to begin at the Rensselaer Library the week of March 10th at a cost of about \$13,000.

Internet Service provided by the grant should be completed March 17. Since we do not have the necessary equipment yet to connect entirely, Thinktank Information Systems is installing a temporary network so Rensselaer can make use of this service in Technical Services and at the staff Internet workstation.

PAY PHONE: The board approved the installation of a public phone in the lobby of the Rensselaer Library on a motion by B. Leestma, seconded by A-M Egan. Motion passed. The \$35-\$36 monthly charge would be eliminated once revenues exceed \$90/month, estimated to take 5-6 months.

MEMORIAL FUND: The library was approached by C. Powell to consider a "perpetual" memorial for deceased employee, Bonnie Powell. A library endowment fund (yet to be named) using the undesignated gift contributions in her memory could be invested in the Jasper Foundation with earnings coming to the Library. L. Daugherty was instructed to investigate the rate of interest of Jasper Foundation investments over the past three years and also what happens to the principal investment if it did not grow to the required \$3000 in three years.

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BUILDING PROBLEMS: Actuators have been ordered by Precision Control. They performed a temperature check on the heating system two consecutive days in February when outdoor temperatures ranged between 20 and 40 degrees, finding normal readings. We will compose a letter advising all parties that we intend to pursue a resolve to heating problems again next winter when the cold season returns.

We are pursuing maintenance of the heating system through the chemical shot-feeder. Water testing by Teeters' Culligan indicated domestic water was within guidelines of grains per hardness.

SUNDAY HOURS: If the board mandated Sunday hours, it was proposed that the headquarters library would be open from 1:00-5:00 PM. using staff from each library to staff it. During the summer months, between Thanksgiving and New Years, plus several Sunday holiday weekends the library would remain closed on Sundays. A lively discussion ensued on the pros and cons of Sunday hours. Several staff presented their views for board consideration. Three board members voiced their disapproval of opening on Sunday. A synopsis is attached highlighting the points presented.

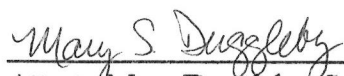
BID OPENING: L. Daugherty is seeking an 'outside contact' to review the technology equipment bids before awarding a contract. M. Duggleby agreed to be the board representative to attend the bid opening on March 27 at 2:00 PM. at the Rensselaer Library. A-M Egan is the alternate.

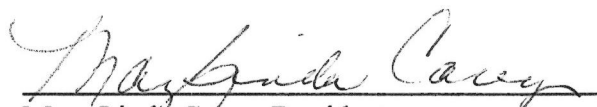
BUILDING INSURANCE COVERAGE: MW Insurance Agency was low bidder at \$10,132, about \$530/yr below the previous 1995 low bid.

NON-RESIDENT CARDS: Based on the latest figures, library services are now costing Jasper County residents \$43 per capita; increasing the fee for non-resident card to \$43.00.

ILF CONVENTION/RETREAT: The May 3 Post-Conference session on Championship Trustee fee is \$25. A-M Egan expressed an interest in attending. P. O'Rourke has other commitments. B. Leestma, M. Duggleby & M.L. Casey would be agreeable to an overnight if the other board members could attend. L. Daugherty will poll the absent members regarding convention. It was generally agreed that if the majority of board members could not go, most board members would prefer not to attend and to plan a local board retreat at a later date.

With no further business, A-M Egan moved to adjourn. M. Duggleby seconded the motion. Meeting adjourned at 8:40 PM.


Attest: Mary Duggleby, Secretary


Mary Linda Casey, President

Sunday hours:
Board/Staff Discussion of pros and cons of instituting Sunday hours
at the Rensselaer Library
Board Meeting: 3/11/97

Facts: Our 1994 survey of users showed the desire for Sunday hours as follows:

In **Non-User Survey**, no one answered "yes" to question about whether inconvenient library hours were their reason for not using the library.

In **User Survey**, 90.5% are satisfied with the library hours. Twenty of the 307 persons surveyed said they would like later weekend hours, while 8 asked for earlier morning hours and 9 for later week night hours. Sixty-nine feel we should be open on Sunday afternoons (46 at Rensselaer), while 111 feel we should not, and 96 have no preference.

Pros: It would allow persons to use the library who are not able to do so at other times--both children and adults. It would probably be a popular, well-used day. At least one board member has been approached by various adults asking for this service, although most were adults who already use the library extensively at other times.

We could give it a one month (or three month) trial run.

Cons: It would cost at least \$4,300 - \$6,300 to pay staff to work those extra hours (depending on the amount of staff needed). That money could do more good if used to upgrade our present service: to purchase more of the books or CD ROMs or books on tape which patrons are requesting--or tending to space needs at Wheatfield.

There is no way that staff could be asked to work Sunday hours instead of hours during the week without adding staff at each library to compensate for the weekday staff drain. This would be more expensive than paying staff to work extra hours.

Sunday should be a family day and one board member said she did not want to ask staff to work on that day and destroy their family time.

Goal 1 of the library board's long range plan involves providing well-trained, experienced, service-oriented personnel to meet users' needs. The Board has worked toward this by increasing salaries, but salaries are not competitive with industry in the area. Other benefits such as attractive hours are compensation for that. The Board also set a goal of raising staff morale. These goals would not be served by requiring staff to work on Sunday, still a traditional family day in this area.

We are talking about providing a service which is generally provided by large or well-funded smaller libraries. Must we try to do everything they do on our more limited budget?

Are Sunday hours really what we need? If a need is felt for more hours of service, would it be cheaper and just as satisfactory to have longer evening hours (until 9 PM?) or for a library to be open more evenings (in the case of DeMotte and Wheatfield)?

If we open Rensselaer on Sunday afternoon, will we have DeMotte patrons insisting on the same service, thus doubling the cost of the service and causing real staff hardship?

Note: There was general, fervent agreement among staff present at the meeting as well as at least one board member that if Sunday hours are instituted, they should not be instituted until the Internet and the library networks are up and running and staff feel competent to troubleshoot problems. January 1998 would be the earliest the staff felt Sunday hours should even be given a trial run.

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JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

March 1997

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	171	37.1	143	31.0	188	40.7	502	108.8
LOCAL HISTORY								
In person		0.0	16	4.5		0.0	16	4.5
Letters written		0.0	9	9.0		0.0	9	9.0
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer agreements	20	1.7	216	18.0	31	2.6	267	22.3
Computer software used	20	1.7	180	15.0	35	2.9	235	19.6
VCR Use	2	0.3	7	0.9		0.0	9	1.2
Microforms		0.0	75	10.0		0.0	75	10.0
CD ROM software used		0.0	418	34.8	95	7.9	513	42.8
Public use of FAX service	9	1.5	16	2.7	12	2.0	37	6.2
Typewriter use	4	0.2	5	0.3	1	0.1	10	0.5
Other equipment used		0.0		0.0		0.0	0	0.0
OTHER LIBRARY SERVICES USED								
Walking book visits	5	3.3	4	2.7		0.0	9	6.0
Notarized documents		0.0		0.0		0.0	0	0.0
Meeting Room Use (number of groups)	53	17.7	32	10.7	28	9.3	113	37.7
Study room use	31	2.6	20	1.7		0.0	51	4.3
Ref book/vf copies made		0.0		0.0		0.0	0	0.0
INTERLIBRARY LOANS								
Requests made for:	54	13.5	63	15.8	11	2.8	128	32.0
Items rec'd for:	61	30.5	53	26.5	9	4.5	123	61.5
Items requested by other libraries							0	
Items supplied to other libraries		0.0		0.0		0.0	0	0.0
PROGRAMS								
Children's Programs (0-13)	12	72	22	132	12	72	46	276
Number attending	286		704		155		1145	
YA Programs (14-17)		0		0		0	0	0
Number attending			3				3	
Adult Programs	1	6	8	48	2	12	11	66
Number attending	86		111		15		212	
Senior Citizen Programs	1	6		0		0	1	6
Number attending	14		9		1		24	
TOTAL NO. OF PROGRAMS	14	84	30	180	14	84	58	348
TOTAL PERSONS ATTENDING	386		827		171		1384	
TOTAL HOURS SPENT		277.9		543.5		240.8		1062.2

March 1997

CIRCULATION BY PATRON CODE

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
Adult Male (0)	1077	10.9%	1082	10.7%	557	13.2%	2716	11.2%
Adult Female (1)	5801	58.6%	5402	53.5%	2415	57.4%	13618	56.3%
Juvenile 0-11 (2)	1415	14.3%	1357	13.4%	573	13.6%	3345	13.8%
YA 12-17 (3)	775	7.8%	792	7.8%	392	9.3%	1959	8.1%
Nonresident No Fee (4)	87	0.9%	368	3.6%	6	0.1%	461	1.9%
Board/Staff (5)	383	3.9%	418	4.1%	245	5.8%	1046	4.3%
School (6)	0	0.0%	67	0.7%	0	0.0%	67	0.3%
St. Joseph College (7)	1	0.0%	121	1.2%	0	0.0%	122	0.5%
State Library Card (8)	0	0.0%	5	0.0%	0	0.0%	5	0.0%
Nonresident Fee (9)	15	0.2%	76	0.8%	0	0.0%	91	0.4%
Corporate (10)	0	0.0%	119	1.2%	10	0.2%	129	0.5%
Reciprocal (11)	341	3.4%	287	2.8%	6	0.1%	634	2.6%
Total	9895		10094		4204		24193	
 Total items borrowed by nonresidents	 444	 4.5%	 924	 9.2%	 12	 0.3%	 1380	 5.7%

REGISTRATIONS

Borrowers--Start of month:	5918	6164	2476	14558
Borrowers--End of month:	5623	5843	2371	13837
 Non-resident, paying	 17	 24	 0	 41
PLAC card users	2	3	0	5
Reciprocal borrowers	177	101	11	289

Salary Ordinance 1997

April 1997 update

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	Start Date	Raise Date(s)
Lanoue, Rae Ann	Page	5.00/5.25/5.50	\$5,105.88	10	R	4/7/97	9/1,10/15
Yeoman, Carol	Systems Admin	\$9.91	\$20,612.80	40	R	3/28/97	1/98

RaeAnn Lanoue will replace Katie Miller as a page. Carol (Bachman)Yeoman takes the new position of Systems Administrator.

Barbara Lustman
Patricia Olanke
Mary Linda Casey
Mary S. Duggleby

Gene-marie Egan

MEMORANDUM

Board Meeting Dates

Summary: Mary's classes will continue to meet on Mondays in the fall. She is agreeable, however, to moving board meetings to Mondays as long as the board will agree to hold the November and December meetings on Tuesdays. The only meeting she will not be able to attend under that arrangement will be the September meeting. (The October meeting will fall during the week of her fall break from school.)

You agreed earlier in the year to hold the July board meeting one week earlier than usual, so that I could take a vacation from July 11 - 24. With Mary's needs and my needs in mind, then, I propose that board meetings for the rest of the year be established as follows:

Monday, May 12 (at DeMotte)
Monday, June 9
Monday, July 7
Monday, August 11
Monday, August 25
Monday, September 8 (at Wheatfield)
Monday, October 13
Tuesday, November 11
Tuesday, December 16 (third Tuesday)

Vote: To change board meeting dates for the remainder of 1997 to the above dates.

MEMORANDUM

Personnel Policy

Summary: The Policy Committee recommends two revisions to the policy which reflect changes made by the Board during the past year. One changes the Director evaluation from March to October. The second adds the provision for a holiday to celebrate the 5th, 10th, etc. anniversary of employment as stated in the holiday policy.

The third proposed change makes the Special Services Librarian salary scale equal to the Library Specialist II salary scale. Formerly, her salary scale conformed more closely to the Library Specialist I scale.

The fourth change is required by law. We need to change the beginning salary for a page from \$5.00 per hour to \$5.15 per hour September 1.

Discussion: Sharon Schulenberg is the only person who has ever held the position of Special Services Librarian. She is in charge of Interlibrary Loan for the system and does a major part of the adult programming at Rensselaer. She has a college degree, has worked for us for 28 years and makes \$11.03 per hour (including longevity raises which put her salary 86 cents above the maximum for the classification). The new classification would mean only a 49 cent per hour increase, but would recognize a *little* more the value of her education, her experience and the major contribution she makes to the effective operation of the library.

Vote: To revise the Personnel Policy as recommended by the Policy Committee.

5. Each employee will be evaluated annually in writing. New employees will also be evaluated upon completion of their probationary period. The Director will be evaluated annually in March <change to October>.
6. Close relatives of Board members or the staff shall not be employed by the Library.

SALARIES

1. Salaries

- 1.1 This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library. In 2000, the review will also determine whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
- 1.2 The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
- 1.3 The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.

1.4 Explanation of Schedule

- 1.4.1 Each position includes several steps within the minimum and maximum stated amounts. New employees will normally be hired at Step 1 in the appropriate classification. The time required to the next step is as follows:

First six months	Step 1	After 5 years	Step 7
Second six months	Step 2	After 6 years	Step 8
After 1 year	Step 3	After 7 years	Step 9
After 2 years	Step 4	After 8 years	Step 10
After 3 years	Step 5	After 9 years	Step 11
After 4 years	Step 6		

- 1.4.2 The first six months of employment is a probationary period. Upon completion of the probationary period, if the employee has received a satisfactory written evaluation, the employee will advance to "Regular Employee" status, moving from Step 1 to Step 2 at the beginning of the next pay period.
- 1.4.3 Thereafter, advances in steps will be awarded in January. By January, an employee must have spent at least 4 months in a 6 month step or 8 months in a 12 month step before being eligible to advance to the next step. Otherwise, the employee remains in his/her present step until the following January.

	SALARY SCHEDULE										
	1997										
CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Page	\$5.15	\$5.25	\$5.50	\$5.75							
Clerk	\$5.75	\$6.00	\$6.42	\$6.84	\$7.34						
Library Assistant I	\$6.25	\$6.75	\$7.15	\$7.55	\$7.95	\$8.25					
Library Assistant II	\$6.92	\$7.24	\$7.64	\$8.04	\$8.44	\$8.84					
Janitor	\$7.25	\$7.25	\$7.60	\$8.00	\$8.40	\$8.85					
Janitor/Maintenance	\$7.75	\$7.75	\$8.10	\$8.50	\$8.90	\$9.40					
Library Specialist I	\$7.80	\$7.80	\$8.12	\$8.46	\$8.80	\$9.14	\$9.46				
Library Specialist II	\$8.75	\$8.75	\$9.13	\$9.52	\$9.91	\$10.29	\$10.66				
Special Services Librarian	\$8.75	\$8.75	\$9.13	\$9.52	\$9.91	\$10.29	\$10.66				
Asst. Bookkeeper	\$6.50	\$6.70	\$6.90	\$7.30	\$7.70	\$8.10					
Bus. Mgr/Admin. Asst	\$8.50	\$8.50	\$8.94	\$9.42	\$9.90	\$10.38	\$10.86	\$11.35			
Librarian 1	\$11.00	\$11.00	\$11.40	\$11.80	\$12.20	\$12.65	\$13.05	\$13.45			
Librarian 2	\$11.75	\$11.75	\$12.25	\$12.75	\$13.25	\$13.75	\$14.25	\$14.75	\$15.25	\$15.75	\$16.25

	SALARY SCHEDULE										
	1998										
CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Page	\$5.15	\$5.25	\$5.50	\$5.75							
Clerk	\$6.00	\$6.25	\$6.67	\$7.09	\$7.59						
Library Assistant I	\$6.50	\$7.00	\$7.40	\$7.80	\$8.20	\$8.50					
Library Assistant II	\$7.17	\$7.49	\$7.89	\$8.29	\$8.69	\$9.09					
Janitor	\$7.50	\$7.50	\$7.85	\$8.25	\$8.65	\$9.10					
Janitor/Maintenance	\$8.00	\$8.00	\$8.35	\$8.75	\$9.15	\$9.65					
Library Specialist I	\$8.05	\$8.05	\$8.37	\$8.71	\$9.05	\$9.39	\$9.71				
Library Specialist II	\$9.00	\$9.00	\$9.38	\$9.77	\$10.16	\$10.54	\$10.91				
Special Services Librarian	\$9.00	\$9.00	\$9.38	\$9.77	\$10.16	\$10.54	\$10.91				
Asst. Bookkeeper	\$6.75	\$6.95	\$7.15	\$7.55	\$7.95	\$8.35					
Bus. Mgr/Admin. Asst	\$8.75	\$8.75	\$9.19	\$9.67	\$10.15	\$10.63	\$11.11	\$11.60			
Librarian 1	\$11.25	\$11.25	\$11.65	\$12.05	\$12.45	\$12.90	\$13.30	\$13.70			
Librarian 2	\$12.00	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50

	SALARY SCHEDULE										
				1999							
CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Page	\$5.15	\$5.25	\$5.50	\$5.75							
Clerk	\$6.25	\$6.50	\$6.92	\$7.34	\$7.84						
Library Assistant I	\$6.75	\$7.25	\$7.65	\$8.05	\$8.45	\$8.75					
Library Assistant II	\$7.42	\$7.74	\$8.14	\$8.54	\$8.94	\$9.34					
Janitor	\$7.75	\$7.75	\$8.10	\$8.50	\$8.90	\$9.35					
Janitor/Maintenance	\$8.25	\$8.25	\$8.60	\$9.00	\$9.40	\$9.90					
Library Specialist I	\$8.30	\$8.30	\$8.62	\$8.96	\$9.30	\$9.64	\$9.96				
Library Specialist II	\$9.25	\$9.25	\$9.63	\$10.02	\$10.41	\$10.79	\$11.16				
Special Services Librarian	\$9.25	\$9.25	\$9.63	\$10.02	\$10.41	\$10.79	\$11.16				
Asst. Bookkeeper	\$7.00	\$7.20	\$7.40	\$7.80	\$8.20	\$8.60					
Bus.Mgr/Admin. Asst	\$9.00	\$9.00	\$9.44	\$9.92	\$10.40	\$10.88	\$11.36	\$11.85			
Librarian 1	\$11.50	\$11.50	\$11.90	\$12.30	\$12.70	\$13.15	\$13.55	\$13.95			
Librarian 2	\$12.25	\$12.25	\$12.75	\$13.25	\$13.75	\$14.25	\$14.75	\$15.25	\$15.75	\$16.25	\$16.75

	SALARY SCHEDULE										
				2000							
CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Page	\$5.15	\$5.25	\$5.50	\$5.75							
Clerk	\$6.50	\$6.75	\$7.17	\$7.59	\$8.09						
Library Assistant I	\$7.00	\$7.50	\$7.90	\$8.30	\$8.70	\$9.00					
Library Assistant II	\$7.67	\$7.99	\$8.39	\$8.79	\$9.19	\$9.60					
Janitor	\$8.00	\$8.00	\$8.35	\$8.75	\$9.15	\$9.60					
Janitor/Maintenance	\$8.50	\$8.50	\$8.85	\$9.25	\$9.65	\$10.15					
Library Specialist I	\$8.55	\$8.55	\$8.87	\$9.21	\$9.55	\$9.89	\$10.21				
Library Specialist II	\$9.50	\$9.50	\$9.88	\$10.27	\$10.66	\$11.04	\$11.41				
Special Services Librarian	\$9.50	\$9.50	\$9.88	\$10.27	\$10.66	\$11.04	\$11.41				
Asst. Bookkeeper	\$7.25	\$7.45	\$7.65	\$8.05	\$8.45	\$8.85					
Bus.Mgr/Admin. Asst	\$9.25	\$9.25	\$9.69	\$10.17	\$10.65	\$11.13	\$11.61	\$12.10			
Librarian 1	\$11.75	\$11.75	\$12.15	\$12.55	\$12.95	\$13.40	\$13.80	\$14.20			
Librarian 2	\$12.50	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00

3.3 If the holiday falls on the employee's regular day off, that employee is granted equivalent time off with pay to be taken within the pay period. If the employee works 40 hours per week, the equivalent time must be taken within the work week. Exempt employees must take equivalent time off by the end of the next pay period. If the employee does not work the same number of hours per day, total the hours for a week and divide by 5 to determine hours to be granted as equivalent time off.

3.4 Each employee will also receive a holiday on his/her birthday or another day in his/her birthday month. This holiday must be approved in advance by the Director or his/her designee.

Add:3.5 Employees celebrating the 5th, 10th, 15th, 20th, 25th or 30th anniversary of their employment will be given an extra holiday which may be taken during the month of their anniversary. This holiday must be approved in advance by the Director or his/her designee.

4. Vacations

4.1 Schedule of earned vacation credit

4.1.1 Certified

A. Librarian working an average of 32 hours per week

0-4 years' service - 1.5 days per month with pay

5+ years' service - 2 days per month with pay

B. Director

0+ years' service - 2 days per month with pay

4.1.2 Non-Certified employees working an average of 32 hours per week

0-4 years' service - 1 day per month with pay

5-14 years' service - 1.5 days per month with pay

15+ years' service - 2 days per month with pay

4.2 Regulations

4.2.1 A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by five (5).

4.2.2 No employee may take vacation without approval of the Director or his/her designee

4.2.3 Vacation time is not cumulative from one year to the next.

MEMORANDUM

Memorial Fund

Summary: If the Board decides to create a "charitable designated endowment fund" for the library in memory of Bonnie Powell, we could open the fund with \$400 in gifts already given in Bonnie's memory and \$500 donated by Chuck.

Discussion: As we discussed this last month, the Board requested that I determine what happens to contributions to the fund if we do not meet the \$3,000 minimum balance requirement by the end of 3 years. To quote a letter from the Jasper Foundation:

If you are making a real effort, but aren't quite to the total in three years, the Foundation would give you extra time to build your endowment. If an agency only accumulated several hundred dollars over this time, and wasn't making any effort to build their fund, then for economy purposes, the small amount of money in their fund would be put into our general Community Endowment Fund.

Chuck Powell, when told of this \$3,000 minimum balance, commented that he does not consider this a problem. He plans to solicit his relatives and friends if this fund is established and feels money will be forthcoming. I feel that with his help, with a change in the wording in our present "Gifts and Memorial Donations" brochure, and with the publicity the Jasper Foundation will give, we will not have a problem reaching the \$3,000 goal.

The Board also asked the rate of return which the Fund has been receiving. Annual Financial Statements for 1995 and 1996 for the present funds in the Foundation are found on R_____. These funds are earning much more than we could earn if we invested the money ourselves.

Our Board attorneys (specifically Ed Dumas) recommend that, if the Board decides to enter into this agreement with the Jasper Foundation, we sign the fund agreement as presented by the Foundation. They see no reason for changes in the wording.

Next Steps:

1. Determine whether to establish a fund for the library in the Jasper Foundation.
2. Name the Fund
3. Authorize the Board President to sign a fund agreement between the Jasper Foundation, Inc. and the Jasper County Public Library.

Vote: To establish a designated endowment fund in the Jasper Foundation and to authorize the Board President to sign a fund agreement to that effect.

To name the fund _____.

Possible names for the Fund (in order of my preference):

Jasper County Public Library Fund in Memory of Bonnie Powell
Bonnie Powell Memorial Fund for the Jasper County Public Library
Jasper County Public Library Bonnie Powell Fund

You may have better ideas.

**Jasper Foundation Investment Management Account
Eli Lilly Funds**

Account Number 049297005

Beginning Balance as of January 1, 1995 \$ 500,591.96

Cash Receipts

1.	Parkstone Prime Obligations Money Market-interest	3,453.25
2.	Parkstone Bond Fund-dividends	5,022.56
3.	Parkstone High Income Equity Fund-dividends	3,375.66
4.	Parkstone U.S. Government Income Fund	12,583.47
5.	Parkstone International Discovery Fund	<u>155.39</u>

Total Cash Receipts \$ 24,590.33

Cash Disbursements

1.	First of America Bank - fee	2,358.11
2.	Jasper Foundation - fee	3,095.54
3.	Scholarships	<u>500.00</u>

Total Cash Disbursements \$< 5,953.65>

Contributions to Account

1.	Business Education Fund	\$ 1,000.00
2.	William Moriarty Fund	<u>4,026.00</u>

Total Contribution \$ 5,026.00

Realized/Unrealized Capital Gains \$ 49,230.30

Ending Balance as of December 31, 1995 \$ 573,484.94

Total Return for 1995 14.67%

R 20

**Jasper Foundation Investment Management Account
Eli Lilly Funds**

Account Number 049297005

Beginning Balance as of January 1, 1996 **\$573,484.94**

Cash Receipts

1. Parkstone Prime Obligation Money Market-Interest	2,119.29
2. Parkstone Bond Fund-Dividends	15,804.40
3. Parkstone Equity Income Fund-Dividends	2,953.75
4. Parkstone International Fund	17.71
7. Contributions to account	<u>29,650.00</u>
-Jasper Foundation-Business Education Fund	1,000.00
-William Moriarity Theatre	1,487.00
-Walt Schaltenbrand Fund	2,838.00
-Matching Funds from Eli Lilly	4,325.00
-Laird Fund	20,000.00

Total Cash Receipts **\$ 50,545.15**

Cash Disbursements

1. First of America Bank-Fee	\$ 798.95
2. Jasper Foundation-Fee	5,306.64
3. Distributions to agencies	<u>29,330.00</u>
-Jasper County Step Ahead Council	10,000.00
-Rensselaer Adult Educations Center	2,000.00
-Jasper County Public Library	1,700.00
-North Central Indiana Rural Crisis	3,000.00
-Town of DeMotte Parks Department	2,000.00
-Christian Haven Homes	1,000.00
-Rensselaer Schools Child Care	1,090.00
-Rensselaer Central Middle School	1,290.00
-DeMotte Chamber of Commerce	500.00
-Kankakee Valley Workforce Department	750.00
-Saint Augustine School	2,500.00
-Tri-County School Corporation	3,500.00

Total Cash Disbursements **\$< 35,435.59>**

Realized Capital Gains/Losses

1. Equity Income Fund	\$ 24,970.02
3. Mid Capitalization Fund	18,469.18
4. Small Capitalization Fund	10,914.77
5. International Discovery Fund	426.95
7. Bond Fund	<u>< 228.00></u>

Total Realized Gains **\$ 55,008.92**

Unrealized Capital Gains/Losses **\$< 13,654.18>**

Ending Balance as of December 31, 1996 **\$ 629,949.24**

after fee -

Total Return for 1996 9.79%

**Jasper Foundation Investment Management Agency
Dr. C.E. and Gladys Johnson Memorial Fund**

Account Number 049297005

Beginning Balance as of January 1, 1995	\$1,233,294.16
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Cash Receipts

1.	Parkstone Prime Obligations Money Market	3,587.97
2.	Parkstone Bond Fund	21,839.32
3.	Parkstone High Income Equity Fund	9,733.65
4.	Parkstone U.S. Government Income Fund	19,419.83
5.	Parkstone International Discovery Fund	<u>381.18</u>

Total Cash Receipts	\$ 54,961.95
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Cash Disbursements

1.	First of America Bank - fee	2,638.01
2.	Jasper Foundation - fee	12,950.80
3.	Scholarships	<u>78,000.00</u>

Total Cash Disbursements	\$< 93,588.81>
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Realized/Unrealized Capital Gains	\$ 181,722.23
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Ending Balance as of December 31, 1995	<u>\$1,376,389.53</u>
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Total Return for 1995	18.51%
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**Jasper Foundation Investment Management Account
Johnson Funds**

Account Number 049297005

Beginning Balance as of January 1, 1996 **\$1,376,389.53**

Cash Receipts

1. Parkstone Prime Obligation Money Market-Interest	4,456.32
2. Parkstone Bond Fund-Dividends	21,740.68
3. Parkstone Equity Income Fund-Dividends	8,024.98
4. Parkstone U.S. Government Income Fund-Dividends	21,386.28
5. Parkstone International Discovery Fund-Dividends	43.06
6. Refund from Tax Return	<u>1,169.19</u>

Total Cash Receipts **\$ 56,820.51**

Cash Disbursements

1. First of America Bank-Fee	\$ 2,467.56
2. Jasper Foundation-Fee	13,258.10
3. Scholarships	<u>54,901.79</u>

Total Cash Disbursements **\$< 70,627.45>**

Realized Capital Gains/Losses

1. Equity Income Fund	\$ 61,048.56
2. Small Capitalization Fund	26,760.03
3. International Discovery Fund	1,806.61
4. Bond Fund	< 544.27>
5. Mid Capitalization Fund	<u>41,068.38</u>

Total Realized Gains **\$ 130,139.31**

Unrealized Capital Gains **\$< 41,044.46>**

Ending Balance as of December 31, 1996 **\$1,451,677.44**

Total Return for 1996 9.65%

Total Return for 1995 **21.80%**

**Jasper Foundation Investment Management Account
Ralph Fendig Funds**

Account Number 049246002

Beginning Balance as of January 1, 1996 **\$234,326.81**

Cash Receipts

1. Parkstone Prime Obligation Money Market-Interest	398.21
2. Parkstone Bond Fund-Dividends	6,590.72
3. Parkstone Equity Income Fund-Dividends	1,231.01
4. Parkstone International Discovery Fund-Dividends	<u>7.28</u>

Total Cash Receipts **\$ 8,227.22**

Cash Disbursements

1. First of America Bank-Fee	\$ 428.96
2. Ralph Fendig Annuity	<u>27,250.00</u>

Total Cash Disbursements **\$< 27,678.96>**

Realized Capital Gains/Losses

1. Equity Income Fund	\$ 8,556.52
2. Small Capitalization Fund	4,536.09
3. International Discovery Fund	2.59
4. Equity Fund	787.50
5. Bond Fund	< 184.00>
6. Mid Capitalization Fund	<u>6,830.86</u>

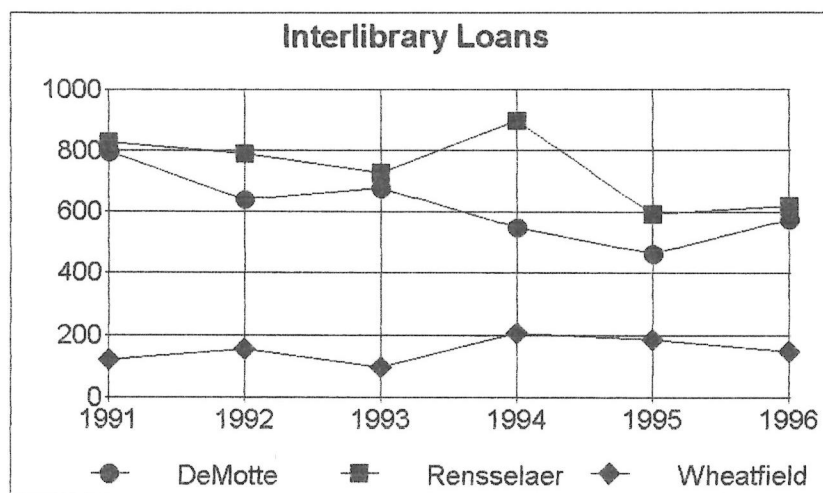
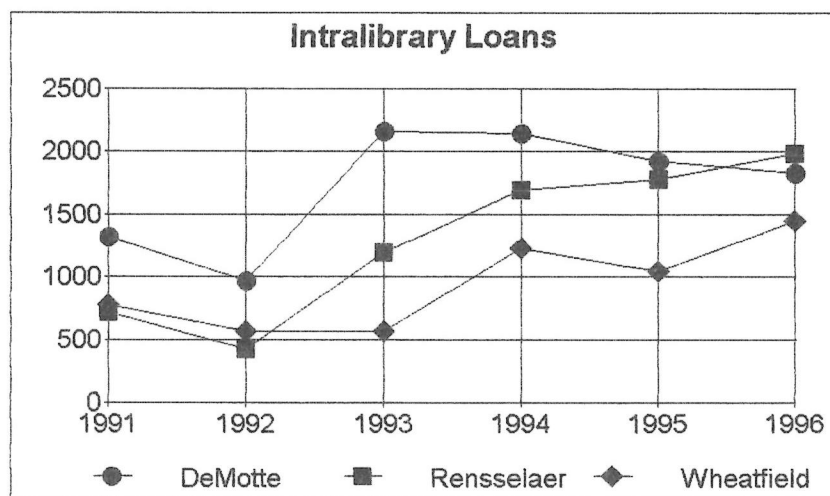
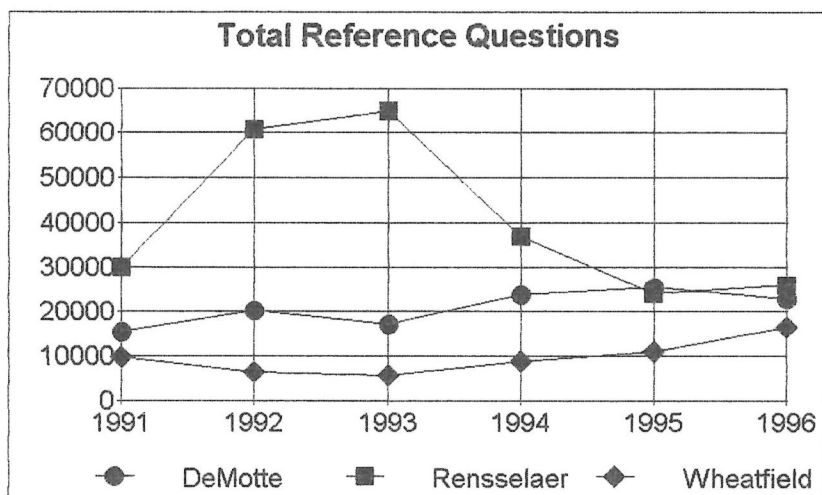
Total Realized Gains **\$ 20,897.56**

Unrealized Capital Gains/Losses **\$< 3,844.03>**
REINVESTING VALUE OF SHARE AT THE END OF YR.

Ending Balance as of December 31, 1996 **\$ 231,928.60**

Total Return for 1996 11.26%

Library Use 1991 - 1996



Jasper County Public Library Five-Year Plan 1995-1999

In 1994, the Library staff and Board gathered statistical background information and conducted three surveys to help them plan for meeting the community's needs and desires. A Planning Committee of Board members, two staff members and the Director met in retreat to assess the information gathered and to develop the Library's Mission Statement and Goals. This statement and these goals were then formally adopted by the Library Board.

Task forces of staff were created to develop objectives and action plans to meet the approved goals. The following plan reflects the Library Board and staff's plan to meet the needs of the JCPL service district for the next five years.

Goal 1

Ensure that the library is providing its communities with well-trained, experienced, service-oriented personnel to meet users' needs effectively and promptly, by regularly reviewing staff size, compensation, benefits and training.

1. Review and upgrade staff training procedures

- 1.1. Study training techniques of other libraries and review JCPL present training schedule for useful elements by March 1997. **In process**
- 1.2. Compose a basic training schedule, as well as an advanced training schedule for Library Assistants/Specialists, by May 1997. **In process.**
- 1.3. Implement new training schedules, by June 1, 1997. **In process.**

2. Offer competitive wages.

- 2.1. Examine salary scales for area libraries, businesses, schools and government agencies, by October 15, 1995. **Done**
- 2.2. Have Agency Librarians and staff update job descriptions to more closely reflect job responsibilities, by November 1, 1995. **Done**
- 2.3. Recommend to Board an upgrade in salary scale if necessary to ensure it is commensurate with classification levels, and competitive with area salaries, by April of 1996. **Done**
- 2.4. In each succeeding year, job descriptions will be updated each November and area salary scales will be reviewed the following February. The Committee will then determine whether to recommend that the Board upgrade the salary scale in April. **Job descriptions updated each November. Salary scales are not reviewed each February. Board action set a sliding scale for each year through 2000. Plans are to review this scale in 2000. Meanwhile, adjustments are made only when reevaluating or adding a classification.**

3. *Review and upgrade employee benefits.*

- 3.1. Examine benefit packages for area libraries, schools and government agencies, by October 15, 1995. Done.
- 3.2. Survey staff to determine insurance and benefit needs, by November 1995. Done.
- 3.3. Investigate insurance policies available through Jasper County agencies, determining the feasibility of participation by JCPL in Jasper County's insurance plan, by February 15, 1996. Done. Not feasible to participate in Jasper County plan.
- 3.4. The staff committee and the Director will make recommendations to the Board on insurance and a benefits plan, in April 1996. Benefit package adjusted. Decision made not to change insurance carrier. Staff committee is continuing to investigate alternatives.

4. *Review and upgrade staffing needs at each library.*

- 4.1. Evaluate peak times, staffing, circulation, and library usage at each branch, by October 1997. 1997 project
- 4.2. Budget for extra staff hours during especially busy periods (summer reading, etc) and unexpected staff shortages, by March 1, 1998. Planning in process.
- 4.3. Determine and implement staffing changes where necessary, to meet patron needs, by April 1998.

5. *Raise staff morale*

- 5.1. Study ways other libraries, businesses, schools, and government agencies motivate staff, by March 1998.
- 5.2. Select and implement various methods of raising staff morale, by April 1998. In process. Holiday given to those celebrating 5th, 10th, etc. anniversaries beginning 1997.

Goal 2

Increase library use by 10% per year.

- 1. *By June 1995, this goal committee, consisting of one staff member from Wheatfield, two from DeMotte and two from Rensselaer, will decide how to fairly measure library use.* Done. Changes in statistical measuring made. Use increased 12.8% using a raw tally of numbers (of programs, reference questions, intralibrary loans, etc.). When translated into number of staff hours spent, use increased by 6.4% from 1995 to 1996.
- 2. *Increase audio, video and popular book titles.*
 - 2.1 Establish a lease book task force by March 1995 to investigate increasing popular lease book titles. Staff decided not to increase subscription sizes. However, we have begun the lease of both books on tape and CD ROM software to meet patron demand.
 - 2.2 Agency librarians and/or technical service staff will explore ways to purchase paperbacks, romances and westerns for circulation by January 1996. Done. Special collections are displayed prominently in each library.
 - 2.3 Beginning in 1995, purchase audio and video materials on a monthly basis. Done.

3. *Market library materials and services.*

3.1 Continue staff training to actively and courteously promote various materials and services.

Continuing activity

3.2 Advertise books by genre, author, subject, using such devices as book displays and bookmarks, at the circulation desk and inside books. Continuing activity in each library.

3.3 Restructure the walking books program to accommodate various material types. Market the program and address staff concerns by October 31, 1995. A staff member from each branch will be designated to serve on a committee to restructure the program. Restructured. Marketing efforts have begun.

3.4 Examine the feasibility of funding possibilities, grants, etc., to start a "books by mail" program by the year 2000.

3.5 Continue programming in-house and to other area organizations. A change in emphasis will result in fewer in-house adult programs in some libraries. Instead, libraries are concentrating on Internet training for the public and training in use of the library's resources. Some type of book discussion program will be offered at both DeMotte and Rensselaer. Other than these types of programs, community needs will determine the kind of programming offered.

3.6 Investigate alternative marketing techniques such as: a booth at the fairgrounds, community festivals, registration campaigns, etc., by December 1997. To be investigated.

3.7 Explore the use of newspapers and radio to promote the library and its services by December 1998.

3.8 Continue training the public on available technology and its use in the library. Training will be offered beginning spring 1997.

4. *Allow patrons the use of Galaxy individual access modules.*

4.1 Assign PIN numbers immediately to allow patrons to use the individual access module by January 1995. Done.

4.2 Begin to investigate patrons' use of the reserve feature by June 1995. Reserve feature enabled.

Goal 3

Supply answers to 90% of information requests within 24 hours.

1. *Develop a method to measure the percent of requests answered.*

1.1. Create a committee to develop the method of monitoring filled and non-filled reference questions by February 1995. This method should be established by mid-July 1995 (the method should be in conjunction with Reference Count Week.) Done.

1.2. Everyone will record non-filled questions as a guide for developing future resources by February 1995. (Notebook at the circulation desk should be supplied. This notebook will also aid the person in charge of acquisitions to select references needed.) Done.

2. *Use resources of other libraries (system-wide and others)*

- 2.1. Contact St. Joseph's College Library to determine how our libraries can best access their government documents, how patrons may access government documents on their own and what documents are available by Feb. 1995. Done.
- 2.2. By May 1995, talk to St. Joseph's College Library about the possibility of their staff doing reference searches of Internet on a fee basis for our patrons. Staff decided we must look at the Internet as another source of reference information, which we should utilize ourselves to answer patron questions free of charge.
- 2.3. Investigate various Internet access options and secure some level of access for staff by December 1995. Done
- 2.4. Investigate the feasibility of expanding access to Internet to include patron usage by December 1996. Will be available spring 1997.
- 2.5. Investigate development of CD ROM networks which include JCPL and other schools, colleges to determine cost and legal procedures, by January 1998. In operation spring 1997.

3. *Improve JCPL reference resources. Investigate cost, availability and practicality of obtaining the following: (a specific list of databases followed.) A report should be made 2 months after an assignment is given. All considerations should be made by January 1996.*
Staff committee evaluates various CD ROM reference databases regularly, determining which should be purchased or leased. Ongoing activity.

4. *Ready Reference (local information)*

- 4.1. Select a staff member to correlate the updating of ready reference materials of the three libraries Dee will continue to update government officials, etc. Each library will send her the answers they have found to often-asked questions. She will be responsible for updating those answers as needed and distributing to each library.
- 4.2. By April of 1995, assign a staff member to contact Congressmen's offices for resources they can supply. Done.

5. *Train staff to improve reference skills.*

- 5.1. Select a qualified person to give reference workshops to new staff periodically. Done.
- 5.2. Allow time at Staff Development sessions for hands-on CD ROM experience for the benefit of visiting staff, beginning with the first Staff Development session of 1995. In 1996, we began 1/2 hour monthly mini-workshops held at each library. They focused on Internet training for reference purposes. This training technique proved quite effective. We will consider using it in 1997 for training on CD ROM databases after the network is in place.
- 5.3. Allow time at Staff Development sessions for sharing of difficult (challenging) reference questions and feedback from staff on other possible search strategies, beginning at Fall Staff Development session 1995. This project should be assigned at spring session. Thus far, staff have requested staff development sessions on other topics. It was not possible to incorporate this activity into the limited time available. We will explore other ways of sharing reference questions and search strategies.

Goal 4

Specialize individual collections and promote resource sharing.

1. *By December 1995, a committee will decide which areas of print and nonprint materials can appropriately be developed into specialized collections in one library facility for the benefit of all libraries.*

1.1 This committee will consist of the three agency librarians and one reference or public service staff person from each library.

1.2 Guidelines will be set to ensure that the needs and desires of users are not ignored in an effort to minimize duplication of materials.

1.3 By December 1996, and by the end of each successive year, the committee will assess and revise the plan for materials specialization.

The Committee determined which libraries will specialize in which areas. These decisions are reflected in a revision of the Materials Selection Policy approved by the Board 11/96.

2. *By August 1995, a plan will be developed for the sharing of such resources as puppets, posters, exhibits, displays and programs. Those developing this plan will include the three children's specialists, and one person from DeMotte and Rensselaer chosen by their Agency Librarians. Done. A filing system was created and materials are shared between buildings.*

2.1 Media Minds will be approached by the children's specialists to tackle the possibilities of sharing the above resources as well as materials by the fall meeting of 1995. Not done yet.

3. *Supervisors will encourage and facilitate the specialization of staff members, encouraging growth in specific areas according to individual abilities and the library's needs.*

3.1 All staff, except clerks and pages, should attend at least one workshop in their special area of interest each year. Ongoing. In 1996, every staff person above the level of clerk (and some at the page or clerk level) attended one or more off-site continuing education programs (average: 5.4 programs) Many of these centered around the Internet and computer literacy.

3.2 Supervisors will ensure that each staff member, except clerks and pages, will meet with counterparts within their specialized area at least once a year to share ideas and acquaint themselves with comparable resources in other libraries within the JCPL system. In 1996, each staff person arranged to meet with her counterpart in another branch or with persons in another specialized area of the library to learn what part that person (or department) had in the working of the library as a whole.

3.3 Staff members should be encouraged to attend counterparts groups in their special area of interest outside of the JCPL system, if such groups exist. Youth specialists met with a northwest Indiana Children's Counterpart group. A staff person attended one meeting of a Circulation/Technical Services Counterparts group. The Director continued to meet with the northwest Indiana Directors' group.

3.4 While all assistants and specialists will learn the basics of all public service areas, priorities will be set for added learning in specialized areas. During the evaluation process, continuing education goals for the coming year are set for each employee. In most cases, employees with guidance from supervisors worked on meeting these goals.

3.5 By January, 1996, consider the addition of a part-time computer assistant at DeMotte and Rensselaer to help public and staff in using nonprint equipment and databases. Not done. In 1996, specific staff were appointed at each library to help troubleshoot computer problems. They were given continuing education opportunities to aid them in this task. Technical Services Librarian and Technical Services Assistant also gave this type support.

3.6 By January, 1997, consider the addition of a computer specialist to help staff meet the technological needs of future information services. Beginning April 1997, a fulltime System Administrator will support the Galaxy system and the new CD ROM and Internet network and will take charge of troubleshooting computer problems throughout the system, aided by the Technical Services Assistant and the troubleshooters located in each library.

MEMORANDUM

Network Equipment Bids

Summary: Think Tank was the low bidder on the network equipment, by \$656.14.

Discussion: We sent bid documents to 4 vendors. Two of those bid on the project. Mary Duggleby, Yvonne Beever and I opened bids at 2 PM on the day specified in the bid notice. After recording preliminary figures, we requested further information from each vendor to determine (insofar as we could) that both were bidding on the same products.

The attached document is the final bid summary. We then sent the bid documents to a computer consultant in Indianapolis who examined them to determine that apples were compared with apples. He determined that both vendors are bidding on the same products.

Next Step(s). I therefore recommend that we accept the bid of Think Tank Network Technologies Group for the purchase of our networking equipment. They have designed our system and will install it. They are the low bidder. We will, in the future, have only one company to contact when we have problems; there is no one to whom they can pass the blame.

Vote: The JCPL Board declares Think Tank Network Technologies Group to be the lowest overall responsive and responsible bidder for JCPL's PC compatible computer networking equipment and moves to accept their bid for networking equipment as detailed in the specifications.

JCPL FINANCIAL STATEMENT

MARCH 1997

	<u>Beginning 1997 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$428,405.17	\$3,219.59	\$11,924.44	\$73,529.83	\$221,179.64	\$219,149.97
Investments \$103,100.00						
Public Library Access Card Fund	\$40.00	\$21.00	\$63.00	\$0.00	\$40.00	\$63.00
Gift Fund	\$2,694.83	\$380.00	\$879.00	\$0.00	\$105.19	\$3,468.64
DeMotte	\$905.58	\$15.00	\$90.00	\$0.00	\$34.95	\$960.63
Rensselaer	\$1,019.55	\$365.00	\$789.00	\$0.00	\$55.29	\$1,753.26
Wheatfield	\$769.70	\$0.00	\$0.00	\$0.00	\$14.95	\$754.75
Bond & Interest Redemption Fund	\$96,902.46	\$0.00	\$0.00	\$0.00	\$0.00	\$96,902.46
Investments \$96,900.00						
Host/Hospitality Fund	\$0.00	\$83.85	\$925.21	\$341.66	\$925.21	\$0.00
Library Improvement Reserve Fund	\$69,841.66	\$260.49	\$719.64	\$0.00	\$0.00	\$70,561.30
Investments \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund	\$1,471.65	\$0.00	\$0.00	\$0.00	\$0.00	\$1,471.65
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$376.80	\$28.00	\$168.00	\$107.92	\$407.92	\$136.88
Indiana Technology Grant Fund	\$0.00	\$9,120.00	\$9,120.00	\$0.00	\$0.00	\$9,120.00
State Technology Grant 1997	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$9,263.77	\$0.00	\$131.92	\$0.00	\$0.00	\$9,395.69
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
State Tax Collected	\$0.00	\$0.00	\$0.00	\$119.85	(\$1,349.05)	\$1,349.05
County Tax Collected	\$0.00	\$0.00	\$0.00	\$35.30	(\$390.84)	\$390.84
Employee Health Insur.	\$328.78	\$0.00	\$0.00	\$160.10	(\$29.02)	\$357.80
Employee P.E.R.F.	\$2,991.93	\$0.00	\$0.00	(\$1,025.35)	(\$252.47)	\$3,244.40
TOTAL ALL FUNDS.....	\$612,517.05	\$13,112.93	\$23,931.21	\$73,269.31	\$220,636.58	\$415,811.68

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
31 Mar 97

1.	BANK ONE CHECKING	127099.62
2.	BANK ONE--CONSTRUCTION FUND SAV	9395.69
3.	BANK ONE-LIRF	70561.30
4.		.00
5.	DEMOTTE STATE BANK	8755.07
6.		.00
7.		.00
8.		.00
9.		.00
10.		.00
11.		.00
12.		.00
13.	PEOPLES STATE BANK CDs (1)	200000.00
14.		.00
15.		.00
TOTAL ALL BANK ACCOUNTS		415811.68

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

31 Mar 97

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	41912.00	3458.00	10308.13	31603.87	24.6
1.12	SALARY OF ASSISTANTS	492774.78	35209.56	110466.61	362308.17	22.4
1.13	WAGES OF JANITORS	36366.75	2158.16	6949.41	29417.34	19.1
1.21	EMPLOYER'S SHARE-FICA	43689.74	3123.11	9770.88	33918.86	22.4
1.22	UNEMPLOYMENT COMPENSATION	3104.00	.00	148.39	2955.61	4.8
1.23	EMPLOYER'S CONTRIB.- PERF	24150.00	.00	5485.53	18664.47	22.7
1.24	EMPLOYER'S CONTRIB.- INS.	16200.00	810.00	1839.95	14360.05	11.4
1.31	OTHER PERSONAL SERVICES	1000.00	.00	152.36	847.64	15.2
2.11	OFFICIAL RECORDS	1000.00	.00	18.27	981.73	1.8
2.12	STATIONERY AND PRINTING	700.00	564.00	564.00	136.00	80.6
2.13	OTHER OFFICE SUPPLIES	5200.00	702.14	1025.16	4174.84	19.7
2.21	CLEANING & SANITATION SUPPLIES	4000.00	623.70	680.85	3319.15	17.0
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	.00	20.00	.0
2.23	OTHER OPERATING SUPPLIES	4200.00	72.98	345.15	3854.85	8.2
2.31	BUILDING MATERIALS & SUPPLIES	700.00	43.75	96.25	603.75	13.8
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	.00	200.00	.0
2.33	REPAIR PARTS	500.00	97.50	106.28	393.72	21.3
2.41	LIBRARY SUPPLIES	4500.00	278.99	763.20	3736.80	17.0
2.42	AUTOMATION SUPPLIES	4300.00	.00	.00	4300.00	.0
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	225.00	225.00	1025.00	18.0
3.14	OTHER PROFESSIONAL SERVICES	9400.00	310.32	642.82	8757.18	6.8
3.21	TELEPHONE	12000.00	780.50	2574.32	9425.68	21.5
3.22	POSTAGE	6650.00	654.88	1447.51	5202.49	21.8
3.23	TRAVELING EXPENSE	4500.00	130.50	547.20	3952.80	12.2
3.24	PROFESSIONAL MEETINGS	6200.00	935.00	1104.00	5096.00	17.8
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17621.00	945.98	2838.34	14782.66	16.1
3.31	ADVERTISING & PUBLIC NOTICES	900.00	16.10	16.10	883.90	1.8
3.32	OTHER PRINTING	150.00	.00	.00	150.00	.0
3.41	OFFICIAL BONDS	250.00	.00	.00	250.00	.0
3.42	OTHER INSURANCE	18000.00	.00	.00	18000.00	.0
3.51	GAS	27000.00	2348.12	10709.58	16290.42	39.7
3.52	ELECTRICITY	51000.00	2426.42	9710.55	41289.45	19.0
3.53	WATER	1000.00	74.90	199.95	800.05	20.0
3.54	WASTE DISPOSAL SERVICES	2500.00	166.37	589.11	1910.89	23.6
3.61	BUILDING & STRUCTURES	34000.00	1311.38	6248.78	27751.22	18.4
3.62	EQUIPMENT	4000.00	190.00	597.50	3402.50	14.9
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	85.85	139.15	38.2
3.91	DUES	2100.00	50.00	950.00	1150.00	45.2
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	55000.00	.00	.00	55000.00	.0
3.95	SERVICE CONTRACTS	9400.00	563.10	1816.32	7583.68	19.3
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	30000.00	429.00	528.00	29472.00	1.8
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	42000.00	.00	61.20	41938.80	.1
4.51	BOOKS	137000.00	7466.33	19989.78	117010.22	14.6
4.52	PERIODICALS & NEWSPAPERS	36700.00	2903.86	4432.37	32267.63	12.1
4.53	NONPRINTED MATERIALS	33300.00	4450.23	7144.94	26155.06	21.5
	-TOTAL-	1226833.27	73529.83	221179.64	1005653.63	18.0

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
FED. EFT	00392	INTERNAL REVENUE SERVICE CEN	5017.81	10 MAR 97	FICA & FED TAX WITHHELD 10 M
FED. EFT	00441	INTERNAL REVENUE SERVICE CEN	5210.41	25 MAR 97	EFT #01488785 - TRANSFER 11 FED & FICA TAXES WITHHELD 25
INDIANA E	00391	INDIANA DEPARTMENT OF REVENU	1895.04	10 MAR 97	EFT #01855595, TRANSFER 3/26 STATE & LOCAL TAX WITHHELD-F REF #00829, VERIFICATION #33 3/10/97 @ 10:14 AM cst
005704	00436	MOLLY A. GATLIN	-13.84	25 MAR 97	VOID LOST CHECK-STOP PAYMENT
006058	00434	KRISTINE L.MAYS	-75.19	25 MAR 97	VOID LOST CHECK-STOP PAYMENT
006190	00361	MARLENE BEEDLE	363.52	10 MAR 97	PAYROLL
006191	00369	YVONNE J. BEEVER	798.30	10 MAR 97	PAYROLL
006192	00371	BELSTRA, COURTNEY B.	87.06	10 MAR 97	PAYROLL
006193	00354	GLENDA BROWN	569.74	10 MAR 97	PAYROLL
006194	00357	RENEE CARR	406.87	10 MAR 97	PAYROLL
006195	00375	VALERIE A. COLVIN	197.24	10 MAR 97	PAYROLL
006196	00356	LYNN DAUGHERTY	929.78	10 MAR 97	PAYROLL
006197	00360	JULIE EISELE	484.01	10 MAR 97	PAYROLL
006198	00349	CHARLOTTE FAGEN	723.38	10 MAR 97	PAYROLL
006199	00374	STEPHANIE D. FILSON	376.61	10 MAR 97	PAYROLL
006200	00372	HEEKE, MICHELLE M.	879.44	10 MAR 97	PAYROLL
006201	00378	SANDRA L. HESTERMAN	190.99	10 MAR 97	PAYROLL
006202	00359	ROSE E. HOWARD	457.82	10 MAR 97	PAYROLL
006203	00362	GAIL M. JUNG	719.61	10 MAR 97	PAYROLL
006204	00368	ANGELA M. KARCH	102.98	10 MAR 97	PAYROLL
006205	00385	ERIN C. KINGMAN	54.61	10 MAR 97	PAYROLL
006206	00355	DIANA KOBY	438.75	10 MAR 97	PAYROLL
006207	00352	JOAN KOPANDA	408.71	10 MAR 97	PAYROLL
006208	00353	KROS, DIANE	580.98	10 MAR 97	PAYROLL
006209	00383	KAREN R. LEICHTY	80.92	10 MAR 97	PAYROLL
006210	00364	SHARON K. LEWIS	96.83	10 MAR 97	PAYROLL
006211	00380	KRISTINE L. MAYS	240.96	10 MAR 97	PAYROLL
006212	00384	KATIE A. MILLER	317.32	10 MAR 97	PAYROLL
006213	00381	MOONEY, LOREILENE M.	60.03	10 MAR 97	PAYROLL
006214	00373	DIANE M. OPOLSKI	350.43	10 MAR 97	PAYROLL
006215	00376	JACKIE REAGAN	540.94	10 MAR 97	PAYROLL
006216	00370	LISA RUSHER	435.47	10 MAR 97	PAYROLL
006217	00350	SHARON SCHULENBERG	503.93	10 MAR 97	PAYROLL
006218	00366	JACK STANDISH	236.27	10 MAR 97	PAYROLL
006219	00351	JILL TACHTIRIS	563.73	10 MAR 97	PAYROLL
006220	00379	VIRGINIA VIS	61.56	10 MAR 97	PAYROLL
006221	00382	VIRGINIA L. VIS	154.87	10 MAR 97	PAYROLL
006222	00377	SUSAN M. WAKELAND	78.51	10 MAR 97	PAYROLL
006223	00363	WEBSTER, RACHAEL D.	409.63	10 MAR 97	PAYROLL
006224	00358	WHITED, AMBER	287.28	10 MAR 97	PAYROLL
006225	00367	MARGARET M. WOODS	532.79	10 MAR 97	PAYROLL
006226	00365	LEANNE YORK	901.14	10 MAR 97	PAYROLL
006227	00405	MARLENE BEEDLE	455.85	25 MAR 97	PAYROLL
006228	00413	YVONNE J. BEEVER	798.30	25 MAR 97	PAYROLL

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006229	00415	BELSTRA, COURTNEY B.	108.78	25 MAR 97	PAYROLL
006230	00398	GLENDA BROWN	569.74	25 MAR 97	PAYROLL
006231	00401	RENEE CARR	432.29	25 MAR 97	PAYROLL
006232	00419	VALERIE A. COLVIN	266.85	25 MAR 97	PAYROLL
006233	00400	LYNN DAUGHERTY	929.78	25 MAR 97	PAYROLL
006234	00404	JULIE EISELE	484.01	25 MAR 97	PAYROLL
006235	00393	CHARLOTTE FAGEN	723.38	25 MAR 97	PAYROLL
006236	00418	STEPHANIE D. FILSON	456.63	25 MAR 97	PAYROLL
006237	00416	HEEKE, MICHELLE M.	889.44	25 MAR 97	PAYROLL
006238	00422	SANDRA L. HESTERMAN	193.64	25 MAR 97	PAYROLL
006239	00403	ROSE E. HOWARD	457.82	25 MAR 97	PAYROLL
006240	00406	GAIL M. JUNG	719.61	25 MAR 97	PAYROLL
006241	00412	ANGELA M. KARCH	102.98	25 MAR 97	PAYROLL
006242	00428	ERIN C. KINGMAN	107.38	25 MAR 97	PAYROLL
006243	00399	DIANA KOBY	438.75	25 MAR 97	PAYROLL
006244	00396	JOAN KOPANDA	421.60	25 MAR 97	PAYROLL
006245	00397	KROS, DIANE	587.91	25 MAR 97	PAYROLL
006246	00427	KAREN R. LEICHTY	112.97	25 MAR 97	PAYROLL
006247	00408	SHARON K. LEWIS	116.20	25 MAR 97	PAYROLL
006248	00424	KRISTINE L. MAYS	250.20	25 MAR 97	PAYROLL
006249	00425	MOONEY, LOREILENE M.	133.02	25 MAR 97	PAYROLL
006250	00417	DIANE M. OPOLSKI	350.43	25 MAR 97	PAYROLL
006251	00420	JACKIE REAGAN	540.94	25 MAR 97	PAYROLL
006252	00414	LISA RUSHER	435.47	25 MAR 97	PAYROLL
006253	00394	SHARON SCHULENBERG	503.93	25 MAR 97	PAYROLL
006254	00410	JACK STANDISH	277.11	25 MAR 97	PAYROLL
006255	00395	JILL TACHTIRIS	563.73	25 MAR 97	PAYROLL
006256	00423	VIRGINIA VIS	93.51	25 MAR 97	PAYROLL
006257	00426	VIRGINIA L. VIS	154.87	25 MAR 97	PAYROLL
006258	00421	SUSAN M. WAKELAND	87.73	25 MAR 97	PAYROLL
006259	00407	WEBSTER, RACHAEL D.	509.28	25 MAR 97	PAYROLL
006260	00402	WHITED, AMBER	331.76	25 MAR 97	PAYROLL
006261	00411	MARGARET M. WOODS	532.79	25 MAR 97	PAYROLL
006262	00409	LEANNE YORK	901.14	25 MAR 97	PAYROLL
015642	00277	ACORDIA PERSONAL BENEFITS, I	544.93	11 MAR 97	QTLY PREMIUM-Y. BEEVER
015643	00278	AEC ONE STOP GROUP, INC.	455.19	11 MAR 97	COMPACT DISCS
015644	00279	ALL-PHASE ELECTRIC SUPPLY CO	97.50	11 MAR 97	BALLAST FOR #305 OUTDOOR FIX
015645	00280	AMERICAN LIBRARY ASSN	94.40	11 MAR 97	NEWBERRY/CALDECOTT SEALS
015646	00281	AUSTIN BOOK SALES	204.11	11 MAR 97	VGM CAREER BOOKS-STANDING OR
015647	00282	AVC CORPORATION	99.00	11 MAR 97	FINANCIAL COMP. SERV. AGREEM
015648	00283	BAKER & TAYLOR	5274.06	11 MAR 97	BOOKS, A.V.
015649	00284	BAKER & TAYLOR BOOKS	310.75	11 MAR 97	CONTINUATIONS
015650	00285	BAKER & TAYLOR ENTERTAINMENT	153.20	11 MAR 97	VIDEOS
015651	00286	BEN FRANKLIN	7.87	11 MAR 97	CHILDREN'S PROGRAM-HOSPITALI
015652	00287	BETTY A. HUFF (PAS-TIME BOO	303.79	11 MAR 97	BOOKS
015653	00288	CAMPBELL PRINTING COMPANY	564.00	11 MAR 97	LETTERHEADS, ENVELOPES
015654	00289	CHARLOTTE FAGEN	42.00	11 MAR 97	MILEAGE
015655	00290	CLEMENT COMMUNICATIONS INC.	111.80	11 MAR 97	SUPERVISOR'S GUIDE TO EMPLOY

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015656	00291	COMMERCIAL OFFICE ENVIRONMEN	250.00	11 MAR 97	FLEXSTEEL GLIDER REPAIRS-DEM
015657	00292	CONGRESSIONAL QUARTERLY INC.	394.99	11 MAR 97	CQ RESEARCHER RENEWAL & CQ B
015658	00293	DAVIDSON TITLES INC.	66.05	11 MAR 97	BOOKS
015659	00294	DEMCO	91.33	11 MAR 97	NORBOND,HANG-UP BAGS,CLASSIF
015660	00295	DIANA KOBY	39.60	11 MAR 97	CHILDREN PROG.HOSPITALITY 1
015661	00296	DIANE KROS	36.30	11 MAR 97	MILEAGE
015662	00297	DUMAS & MORIARTY	225.00	11 MAR 97	LEGAL CONSULTATIONS
015663	00298	EBSCO SUBSCRIPTION SERVICES	1470.46	11 MAR 97	MAGAZINE RENEWALS-1997
015664	00299	EDUCATIONAL RECORD CENTER	311.87	11 MAR 97	AUDIOVISUAL
015665	00300	ELKHART PUBLIC LIBRARY	34.95	11 MAR 97	ILL LOST MATERIALS
015666	00301	FACTS ON FILE, INC.	25.70	11 MAR 97	BOOK
015667	00302	FASE'S WATER TREATMENT & FLO	43.75	11 MAR 97	REDOUT
015668	00303	GA FOODS GROUP	17.97	11 MAR 97	SATELLITE PROGRAM-HOSPITALIT
015669	00304	GALE RESEARCH INC.	97.39	11 MAR 97	SOMETHING/AUTHOR, VOL. 91
015670	00305	GALLAUDET UNIVERSITY PRESS	25.03	11 MAR 97	BOOKS
015671	00306	GRUNKO FILMS INC.	28.95	11 MAR 97	A.V.
015672	00307	HANSEN'S SNOW REMOVAL	480.00	11 MAR 97	FEBRUARY SNOW REMOVAL-DEMOTT
015673	00308	HERITAGE OFFICE PRODUCTS, IN	83.83	11 MAR 97	TYPEWRITER RIBBONS/PRINTWHEE
015674	00309	HIGHSMITH CO. INC.	165.84	11 MAR 97	NCR FORMS/LITERATURE HOLDERS
015675	00310	HP PRODUCTS CORP.	565.27	11 MAR 97	PAPER PROD.,MISC.JANITOR/CAR
015676	00311	INCOLSA	70.00	11 MAR 97	ADV.INTRO/MICROCOMPUTERS-KOO 3/6/97 (LAKE CO.P.L.) & 1997 MEMBERSHIP
015677	00312	INDIANA DONORS ALLIANCE	40.00	11 MAR 97	DIRECTORY
015678	00313	INFORMATION/REFERENCE GROUP	1677.35	11 MAR 97	CONTEMP.AUTHORS/DISC.JOBS&CA ENCYL. OF ASSOC.-BOOK
015679	00314	JOURNAL AND COURIER	182.00	11 MAR 97	SUBSCRIPTION-DEM.2/11/97-2/1
015680	00315	JUST OUR SIZE VIDEOS	23.90	11 MAR 97	VIDEO
015681	00316	LANDMARK AUDIOBOOKS	1764.00	11 MAR 97	3 AUDIO LEASE SUBSCRIPTIONS
015682	00317	LAWRENCE ELECTROSTATIC CO.	550.00	11 MAR 97	RESTROOM STALL PAINTING-RENS
015683	00318	LIBRARY STORE, INC.	11.40	11 MAR 97	VIDEO STICKERS
015684	00319	LYNN DAUGHERTY	21.60	11 MAR 97	MILEAGE/BANK DEPOSIT BAG
015685	00320	GAIL JUNG	33.93	11 MAR 97	RENSSELAER PETTY CASH
015686	00321	MICROMARKETING ASSOCIATES	53.90	11 MAR 97	A.V.
015687	00322	MOYER BOOK SALES	277.42	11 MAR 97	BOOKS
015688	00323	NATIONAL SEMINARS GROUP	163.95	11 MAR 97	THINKING OUTSIDE THE LINE/YO LEADERSHIP/SUPERVISORY SKILL
015689	00324	NIPSCO	842.62	11 MAR 97	WHEATFIELD-UTILITIES 1/14-2/
015690	00325	NORTHWESTERN INDIANA TELEPHO	151.13	11 MAR 97	DEMOTTE-TELEPHONE-MARCH 1997
015691	00326	ON CUE #6106	27.56	11 MAR 97	VIDEOS
015692	00327	PATRICK OATIS	367.50	11 MAR 97	BEGIN.SIGN LANGUAGE-BALANCE
015693	00328	PHILIP N. HOWARD	165.00	11 MAR 97	SNOW REMOVAL-JAN & FEB-WHEAT
015694	00329	POSTMASTER GENERAL	640.00	11 MAR 97	32 CENT STAMPS-2000
015695	00330	PRECISION CONTROL SYSTEMS, I	99.39	11 MAR 97	AQUASTAT FOR PREV.MTNCE
015696	00331	QUILL	582.73	11 MAR 97	CONST.PAPER,COPY/COMP.PAPER,
015697	00332	REED REFERENCE PUBLISHING	323.24	11 MAR 97	SUBJ.GUIDE TO CHILDREN'S BIP
015698	00333	RENSSELAER REPUBLICAN	16.10	11 MAR 97	TECH.GRANT ADD.APPROPRIATION
015699	00334	RUSS' PRINT SHOP	39.20	11 MAR 97	SUMMER RDG-BEAT THE HEAT CER

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015700	00335	SECURITY COURIERS CORP.	560.10	11 MAR 97	COURIER SERV.-2/7 TO 2/21/97
015701	00336	SELECTVIDEO	157.45	11 MAR 97	VIDEOS
015702	00337	SHARON SCHULENBERG	12.99	11 MAR 97	BANNER-RENS. CHILDREN'S DEPT
015703	00338	SIMPLEX TIME RECORDER CO.	330.00	11 MAR 97	ADD.SPRINKLER PREV.MTNCE-DEM
015704	00339	SMITH TRUE VALUE FARM STORE	16.99	11 MAR 97	WIRELESS DOORBELL-DEM.
015705	00340	THE TIMES-HAMMOND EDITION	185.40	11 MAR 97	NEWSPAPER SUBSCR. 2/4/97-2/4
015706	00341	THE TIMES-PORTER COUNTY EDIT	130.00	11 MAR 97	NEWSPAPER SUBSCR.3/17/97-3/1
015707	00342	TIMESTEP PLAYERS	152.25	11 MAR 97	SUMMER ROG.PROG.DEPOSIT-DEM
015708	00343	T.J. PUBLISHERS, INC.	48.38	11 MAR 97	SIGN LANGUAGE WORKBOOK
015709	00344	TEETERS CULLIGAN	34.70	11 MAR 97	WATER COOLER RENTAL & WATER-
015710	00345	TYSEN'S COUNTRY GROCERY, INC	94.38	11 MAR 97	AFTER-SCHOOL PROG-DEM & CLEA
015711	00346	VIKING OFFICE PRODUCTS	72.76	11 MAR 97	PAPER CLIPS,PRINTER CARTR.,R
015712	00347	WALL STREET JOURNAL	596.00	11 MAR 97	2 YR. SUBSCR.-DEM.(5/99),WH.
015713	00348	WASHINGTON POST	48.00	11 MAR 97	WEEKLY ED.SUBSCR.2/97-2/98,
015714	00366	INDIANA DEFERRED COMPENSATIO	567.08	10 MAR 97	WITHHELD FROM 10 MAR 97 PAYR DAUGHERTY,KOPANDA,KOBY,SCHUL
015715	00387	LDDS WORLDCOM	651.10	10 MAR 97	DATA LINES-MARCH 1997
015716	00388	TOWN OF DEMOTTE	40.72	10 MAR 97	SEWER SERVICE-JAN.1997-DEMOT
015717	00389	TOWN OF WHEATFIELD SEWER WOR	41.05	10 MAR 97	SEWER SERVICE-MARCH 1997-WHE
015718	00390	UNITED TELEPHONE COMPANY	619.23	10 MAR 97	DATA LINE & TELEPHONE SERV-M
015719	00429	INDIANA DEFERRED COMPENSATIO	567.08	25 MAR 97	WITHHELD FROM 25 MAR 97 PAYR DAUGHERTY,KOBY,KOPANDA,SCHUL
015720	00430	ACORDIA PERSONAL BENEFITS, I	583.55	25 MAR 97	QUARTERLY PREMIUM;HECKE,REAG
015721	00431	CITY OF RENSSELAER	2442.85	25 MAR 97	RENS. UTILITIES 2/10 TO 3/10
015722	00432	INCOLSA	15.00	25 MAR 97	BOARD OF DIRECTORS MTG-DAUGH
015723	00433	ILF ANNUAL CONFERENCE	801.00	25 MAR 97	ILF REGISTRANTS 12;ANN. CONF
015724	00435	KRISTINE L.MAYS	75.19	25 MAR 97	RE-ISSUE LOST PAYROLL CHECK
015725	00437	MOLLY A. GATLIN	10.84	25 MAR 97	RE-ISSUE LOST PAYROLL CHECK
015726	00438	NETNITCO	67.50	25 MAR 97	INTERNET SERVICE-MARCH 97
015727	00439	NIPSCO	1623.82	25 MAR 97	UTILITIES 1/14 TO 3/12/97;WH
015728	00440	UNITED TELEPHONE COMPANY	177.44	25 MAR 97	TELEPHONE SERVICE WHEAT.-MAR

--TOTAL AMOUNT OF CLAIMS-- 73269.31

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015729	00442	ACORDIA PERSONAL BENEFITS, I	298.73	08 APR 97	QTLY PREMIUM-J. EISELE
015730	00443	AVC CORPORATION	198.00	08 APR 97	MARCH & APRIL FIN.COMP.SERV.
015731	00444	BAKER & TAYLOR	6078.01	08 APR 97	BOOKS, A.V., GIFT BOOKS
015732	00445	BAKER & TAYLOR BOOKS	299.94	08 APR 97	CONTINUATIONS-BOOKS
015733	00446	BAKER & TAYLOR ENTERTAINMENT	14.20	08 APR 97	VIDEO
015734	00447	BANKERS ADVERTISING CO.	518.17	08 APR 97	IMPRINTED MAGNETS
015735	00448	BEN FRANKLIN	74.90	08 APR 97	VIDEO, CHILD.CRAFTS, ORAL HI AUDIO CASSETTE TAPES
015736	00449	BETTER CONTAINERS MFG. CO. I	318.36	08 APR 97	BOOK BAGS
015737	00450	BETTY A. HUFF (PAS-TIME BOO	435.19	08 APR 97	BOOKS
015738	00451	CHEM-TECH INTERNATIONAL, INC	369.20	08 APR 97	CHEMICALS FOR SHOT FEEDER-RE
015739	00452	COAST TO COAST	14.78	08 APR 97	BUCKETS-JANITORIAL SUPPLY
015740	00453	CUSTOM LAWN CARE	112.50	08 APR 97	FEB.SNOW REMOVAL-RENS.
015741	00454	DAVIDSON TITLES INC.	65.44	08 APR 97	BOOKS
015742	00455	DEMCO	499.62	08 APR 97	HANGUP BAGS,BOOK TAPE,FILE C
015743	00456	DIANA KOODY	53.40	08 APR 97	MILEAGE
015744	00457	DIANE KROS	30.00	08 APR 97	MILEAGE
015745	00458	DIANE OPOLSKI	49.94	08 APR 97	MILEAGE-BOOK REPAIR WORKSHOP
015746	00459	DIVERSITY UNIFORMS	20.85	08 APR 97	NAME BADGES (3)
015747	00460	DONTECH	393.40	08 APR 97	8 TELEPHONE DIRECTORIES-DEMO
015748	00461	DUMAS & MORIARTY	270.00	08 APR 97	LEGAL CONSULTATIONS
015749	00462	ELEANOR ARNOLD	1000.00	08 APR 97	INDEXING OF TRANSCRPTS & MAN
015750	00463	F.W. BURGE ROOFING	95.00	08 APR 97	REPAIR OF VAILEYS & FLASHING
015751	00464	G & G WELDING	26.00	08 APR 97	WELD GUARD POST-RENSSELAER
015752	00465	GA FOODS GROUP	7.87	08 APR 97	SUPPLIES WINTER READING PROG
015753	00466	GAIL JUNG	13.20	08 APR 97	MILEAGE
015754	00467	GALE RESEARCH INC.	678.51	08 APR 97	BOOKS
015755	00468	HP PRODUCTS CORP.	256.75	08 APR 97	M-FOLD TOWELS & TP
015756	00469	INDIANA DEPT.OF WORKFORCE DE	1735.83	08 APR 97	1st QUARTER UNEMPLOYMENT COM
015757	00470	INDIANA DONORS ALLIANCE	10.00	08 APR 97	BOOK
015758	00471	INDIANA ONLINE USERS GROUP	36.00	08 APR 97	"FACE TO INTERFACE" PROG-BEE
015759	00472	INDIANA STATE LIBRARY	63.00	08 APR 97	1ST QUARTER PLAC
015760	00473	INGRAM	344.99	08 APR 97	BOOKS
015761	00474	JULIE EISELE	13.20	08 APR 97	MILEAGE
015762	00475	KANKAKEE VALLEY POST NEWS	38.00	08 APR 97	KV POST NEWS ANNUAL SUBSCRPT
015763	00476	KOLORTECH, INC.	115.15	08 APR 97	OUTDOOR FLOOD BULBS
015764	00477	LAVERNE TERPSTRA	96.00	08 APR 97	LABELED & MARKED ORAL HISTOR
015765	00478	LLDS WORLDCOM	1016.67	08 APR 97	LONG DISTANCE & DATA LINES-M
015766	00479	LEANNE YORK	6.50	08 APR 97	PARKING-THINKING OUTSIDE LIN
015767	00480	LYNN DAUGHERTY	146.06	08 APR 97	MILEAGE,GOGGLES & CORDLESS P
015768	00481	MARLENE BEEDLE	13.20	08 APR 97	MILEAGE-GENEOLOGY WORKSHOP
015769	00482	MARTZ PLUMBING & HEATING	1398.58	08 APR 97	REPLACE CARTRIDGES & ADDED V
015770	00483	MICROMARKETING ASSOCIATES	48.94	08 APR 97	VIDEOS-DEMOTTE
015771	00484	MIDWEST MICRO PERIPHERALS	492.46	08 APR 97	SCANMAKER-RENS
015772	00485	NATIONAL GEOGRAPHIC SOCIETY	13.90	08 APR 97	BOOK
015773	00486	NETNITCO	67.50	08 APR 97	INTERNET SERVICE-APRIL 97
015774	00487	NIPSCO	3179.42	08 APR 97	UTILITIES DEMOTTE-2/14 TO 3/
015775	00488	NORTHWESTERN INDIANA TELEPHO	142.13	08 APR 97	TELEPHONE SERVICE/APRIL 97-D

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015776	00489	OAG BUSINESS TRAVEL PLANNER	99.00	08 APR 97	BOOK
015777	00490	ON CUE #6106	35.97	08 APR 97	VIDEOS
015778	00491	OOMS DISPOSAL SERVICE INC.	45.00	08 APR 97	DISPOSAL SERVICE/APRIL-JUNE
015779	00492	PBS ADULT LEARNING SATELLITE	75.00	08 APR 97	UNDERSTONG THE INTERNET/SATE
015780	00493	PEGGY WOODS	9.82	08 APR 97	BOOK REPAIR WORKSHOP
015781	00494	POSTMASTER	24.00	08 APR 97	P.O. BOX ANNUAL FEE-DEMOTTE
015782	00495	POSTMASTER GENERAL	346.00	08 APR 97	STAMPS/ 1000-.32;200-.03;200
015783	00496	PRECISION CONTROL SYSTEMS, I	1971.26	08 APR 97	PUMP MOTOR & REPAIRS-D/QRTLY
015784	00497	PUBLIC EMPLOYEES' RETIREMENT	9192.47	08 APR 97	1ST QUARTER PAYMENT 1997
015785	00498	RACHAEL WEBSTER	19.51	08 APR 97	BK REPAIR WKSHP/INS. PREMIUM
015786	00499	READER'S DIGEST ASSOCIATION	22.46	08 APR 97	ANNUAL SUBSCRPT. 5/97-4/98;W
015787	00500	REGENT BOOK CO., INC.	39.95	08 APR 97	BOOKS
015788	00501	RENSSELAER LUMBER CO.	29.50	08 APR 97	CEILING TILES/RENS.
015789	00502	RENSSELAER REPUBLICAN	30.26	08 APR 97	PUBLIC AD-COMPUTER NETWORKIN
015790	00503	S & J CHEM-DRY	760.00	08 APR 97	CARPET & UPHOLSTERY CLEANING
015791	00504	SANDRA L. HESTERMAN	7.01	08 APR 97	BOOK REPAIR WORKSHOP
015792	00505	SECRETARY OF STATE	10.00	08 APR 97	NOTARY PUBLIC FEE/GLENDA BRO
015793	00506	SECURITY COURIERS CORP.	938.50	08 APR 97	COURIER SERVICE 2/28 TO 3/28
015794	00507	SHIRLEY ZECK	96.00	08 APR 97	LABELED & MARKED ORAL HISTOR
015795	00508	STANDARD & POOR'S CORP.	570.00	08 APR 97	INDUSTRIAL SURVEYS/STANDING
015796	00509	STEPHANIE FILSON	13.65	08 APR 97	BOOK REPAIR WORKSHOP
015797	00510	TEETERS CULLIGAN	9.95	08 APR 97	COOLER RENTAL/APRIL 97
015798	00511	THINK TANK INFORMATION SYSTE	9768.22	08 APR 97	PROF. SUPPORT/COMPUTER NETWO
015799	00512	U S WEST THE DIRECTORY SOURC	166.92	08 APR 97	BOOKS-DIRECTORIES
015800	00513	WALGREEN'S	20.99	08 APR 97	POLOROID FILM/RENS

--TOTAL AMOUNT OF CLAIMS-- 45470.93

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 45470.93. Dated 08 APR 97.

_____	_____
_____	_____
_____	_____
_____	_____

MAY

AGENDA

Jasper County Public Library Board of Trustees
Monday, May 12, 7:00 PM
DeMotte East Meeting Room
Monthly Meeting

	<u>Purpose</u>
<u>Opening of meeting</u>	
A. Moment of silence	
 <u>Approval of Consent Agenda & Consent Agenda Items</u>	 Action
A. Minutes (R 1)	
B. Bills/Financial Reports (F)	
C. Transfer of Funds (R 17)	
D. Library Policies (R 9 - R 14)	
E. Salary ordinance update (R 7)	
 <u>General Business</u>	
A. Technology Project (R 15-R 16)	Action
B. NILBA Dinner (R 18)	Information
 <u>Director's Report</u> (R 17 - R 19)	 Discussion
 <u>Items for future Agendas</u>	
 <u>Public Forum</u>	
 <u>Adjournment</u>	

MINUTES.....April 8, 1997
Meeting of the Jasper County Public Library Board 7:00 PM

Present: Mary Linda Casey, Mary Duggleby, Anne-Marie Egan, Barbara Leestma, Pat O'Rourke, Lynn Daugherty. Absent: Wilbur Doty, Robert Souza.

REPURCHASE AGREEMENT: Guest speaker, Dan Gick, from Bank One made an oral presentation regarding Repurchase Agreements. A threshold amount would be established and retained in the checking account to offset any bank charges and the excess money would "sweep" into an investment account in the library's name earning at a greater rate of interest than it presently is in an interest bearing business checking account. Money would be invested overnight and returned to the main account the next morning along with interest earned. A daily log of investments would be provided. Our investment is secured by U.S. Treasury Bonds or government securities. This type of investment meets the criteria for repurchase agreements allowed by the State Board of Accounts. A-M Egan moved, seconded by M. Duggleby, to enter into a repurchase agreement. All were in favor. A-M Egan moved, seconded by M. Duggleby, to empower L. Daugherty to make a decision relevant to selecting a designated depository for the repurchase agreement. Approval was unanimous.

BOARD MEETING DATES: The purpose for the August 25 meeting date was changed to "Special Budget meeting".

AGENDA & CONSENT AGENDA: The Agenda format was approved on a motion by A-M Egan. Motion was seconded by B. Leestma. On a motion by A-M Egan, seconded by B. Leestma, the Consent Agenda items including the March Minutes, Bills/Financial Reports, Board Meeting Dates, Personnel Policy as presented, Workshop Approval, Salary Ordinance Update, and Advance Draw Request, were approved unanimously.

TECHNOLOGY PROJECT: Think Tank was low bidder by \$656.14. A-M Egan moved that the board accept Think Tank Network Technologies Group. being the lowest overall responsive and responsible bidder, as vendor for JCPL's computer networking equipment as detailed in the specifications. Motion seconded by M. Duggleby. Motion passed.

Internet server will be installed at the Rensselaer Library by week ending April 11. Internet service will not be available to the public until a security system is in place. We will need *top of the line* virus protection for the "C" drive and servers.

Gaylord has recommended an Alpha server to handle increased demands on the Galaxy system. The cost of upgrading the VAX, the addition of routers, including a maintenance contract, has increased the original cost from \$10,000 to \$22,000. The alpha server, which is the newest technology, is available at \$25,000. The alpha server will not require a maintenance contract which will constitute a savings in future years. A-M Egan moved that we appropriate an additional \$15,000 from LIRF money to purchase the Alpha server to upgrade the Galaxy system. Motion was seconded by B. Leestma. Vote was unanimous.

NILBA DINNER: Wednesday, April 23, 1997 the Lake County Public Library is hosting the NILBA meeting. A-M Egan, L. Daugherty, and B. Leestma, will be attending. Any other board members interested in attending need to RSVP to Lynn by Wednesday, April 16th.

LONG-RANGE GOALS: Progress is moving along very well. Staff working on these goals are doing a great job on meeting their objectives. Measuring library use will take another year or two to accurately reflect. We will be able to count CD-Rom usage once the network is in place.

MEMORIAL FUND: B. Leestma moved, seconded by A-M Egan, to proceed in setting up a designated endowment fund and to authorize the Board President to sign a fund agreement to that effect. Motion passed. A-M Egan moved, seconded by B. Leestma, to name the endowment fund the *Jasper County Public Library Fund in Memory of Bonnie Powell*.

BUDGET CLINIC: On May 29, 1997 from 9:30-3:30 there is a two-way videoconference being offered in Merrillville. A-M Egan, P. O'Rourke, L. Daugherty will be attending along with bookkeeping staff.

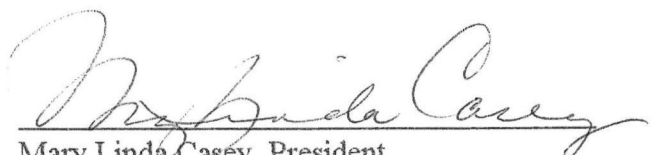
DIRECTOR'S REPORT: The legislatures have apparently removed *schools and libraries* from the bill which reduces the tax levy to 4% annually. This is welcomed news!

The chemical shot-feeder has been filled at both libraries. A Chem-Tech serviceman from Griffith will check the chemical levels several times a year to insure the water is being treated properly.

Brown's Garden Shoppe has been contracted to do the lawn mowing and shrub maintenance at the Rensselaer Library for the 1997 season.

At 8:50 PM A-M Egan moved, seconded by M. Duggleby, to adjourn.


Attest: Mary Duggleby, Secretary


Mary Linda Casey, President

CIRCULATION BY ITEM FINE CODE

April 1997

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	75	38	27	140
100 (1)	97	105	21	223
200 (2)	48	72	32	152
300 (3)	288	443	124	855
400 (4)	12	18	8	38
500 (5)	61	101	34	196
600 (6)	666	605	338	1609
700 (7)	331	261	95	687
800 (8)	69	61	23	153
900 (9)	206	342	58	606
B (10)	120	141	75	336
j000 (11)	19	27	10	56
j100 (12)	15	12	2	29
j200 (13)	5	12	0	17
j300 (14)	77	114	26	217
j400 (15)	12	14	1	27
j500 (16)	274	288	89	651
j600 (17)	83	142	38	263
j700 (18)	148	140	74	362
j800 (19)	26	26	6	58
j900 (20)	104	222	44	370
jB (21)	61	50	38	149
FIC (22)	1476	1884	562	3922
yaFIC (23)	30	66	35	131
LARGE PRINT (24)	89	46	21	156
jFIC (25)	269	329	116	714
jE (26)	1347	1430	471	3248
jER (27)	449	187	66	702
Magazines (28)	1009	609	201	1819
Games/Toys (29)	0	5	0	5
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	86	290	55	431
jCassettes (33)	41	122	39	202
Compact Discs (34)	130	291	249	670
jCompact Discs (35)	2	2	1	5
Sound Recordings (36)	5	11	3	19
jSound Recordings (37)	4	19	6	29
CD ROM Software (38)	11	33	13	57
Vertical File (39)	144	85	3	232
Equipment (40)	1	0	0	1
yapFIC (41)	221	135	114	470
jpFIC (42)	227	173	52	452
Reference (43)	49	64	7	120
Genealogy (44)	1	0	0	1
jMagazines (45)	79	27	22	128
VHS (46)	503	976	567	2046
Computer software (47)				
Free reads	531	266	184	981
Puzzles			6	6
Talking books				0
Assignment shelf books		34		34
TOTAL	9501	10318	3956	23775

WHEATFIELD COLLECTION

MONTH
END

V

0

L

U

M

77

5

ADULT BOOKS

Nonfiction

CHILDREN'S BKS

Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

GRAPHIC MAT'L

MICROFORMS

SOFTWARE

VHS

EQUIPMENT

TOTAL

[illegible]

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

April 1997

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	211	45.7	168	36.4	263	57.0	642	139.1
LOCAL HISTORY								
In person	8	2.3	11	3.1		0.0	19	5.4
Letters written		0.0	8	8.0		0.0	8	8.0
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer agreements	23	1.9	110	9.2	12	1.0	145	12.1
Computer software used	23	1.9	179	14.9	15	1.3	217	18.1
VCR Use	5	0.7	5	0.7		0.0	10	1.3
Microforms	12	1.6	22	2.9		0.0	34	4.5
CD ROM software used	350	29.2	502	41.8	69	5.8	921	76.8
Public use of FAX service	17	2.8	20	3.3	17	2.8	54	9.0
Typewriter use	12	0.6	1	0.1	1	0.1	14	0.7
Other equipment used		0.0	3	1.0		0.0	3	1.0
OTHER LIBRARY SERVICES USED								
Walking book visits	5	3.3	3	2.0		0.0	8	5.3
Notarized documents	3	0.8	1	0.3		0.0	4	1.0
Meeting Room Use (number of groups)	72	24.0	38	12.7	28	9.3	138	46.0
Study room use	21	1.8	36	3.0		0.0	57	4.8
Ref book/vf copies made		0.0		0.0		0.0	0	0.0
INTERLIBRARY LOANS								
Requests made for:	53	13.3	63	15.8	1	0.3	117	29.3
Items rec'd for:	47	23.5	56	28.0	6	3.0	109	54.5
Items requested by other libraries							0	
Items supplied to other libraries		0.0		0.0		0.0	0	0.0
PROGRAMS								
Children's Programs (0-13)	13	78	19	114	13	78	45	270
Number attending	247		283		152		682	
YA Programs (14-17)		0	10	60		0	10	60
Number attending			219				219	
Adult Programs	2	12	14	84		0	16	96
Number attending	114		129		29		272	
Senior Citizen Programs	1	6	0	0		0	1	6
Number attending	17		18				35	
TOTAL NO. OF PROGRAMS	16	96	43	258	13	78	72	432
TOTAL PERSONS ATTENDING	378		649		181		1208	
TOTAL HOURS SPENT		345.3		699.1		236.5		1280.8

Salary Ordinance 1997
May 1997 update

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Library Worked	Start Date	Raise Date(s)
Day, Lynda	Lib. Asst 2	7.24	\$2,258.88	40	R 6/17/96	Res. 2/17/97
Mays, Kris	Lib. Asst 1	\$6.25/\$6.75	\$9,295.75	32	R 2/11/97	3/4, 9/1
Mooney, Lori	Page	5.00/5/25/5.50	\$858.24	10	W 8/14/96	Res. 4/30/97
Reagan, Jackie	Librarian 1	11.00/11/40	\$20,375.97	40	R 5/21/96	6/1/97
Schulenberg, Sharon	Spec. Serv Lib	\$11.52	\$21,148.47	35	R 11/11/68	Longevity
Stringfellow, Patricia	Lib. Asst 2	\$7.64	\$9,870.88	38	R 5/12/97	
Thompson, Linda	Page	5.00/5/15/5.25	\$1,734.00	10	W 5/13/97	

Lyn Day has resigned as Library Assistant 2 at Rensselaer to stay home to care for her baby. Lori Mooney has resigned as Wheatfield page to return to college. Kris Mays, formerly a clerk/library assistant, is now working 32 hours as a library assistant replacing Bonnie Powell.

Patty Stringfellow will replace Lyn Day. Patty has a college degree and 4 years' experience at the Logansport Public Library. She now lives in Remington. We had several very good candidates for the position. This person will work 38 hours per week as a Library Assistant II.

Linda Thompson will replace Lori Mooney as Wheatfield page.

Jackie Reagan has recently passed her certification exams and is now certified as a Librarian 1. As a result, her classification changes, according to our Personnel Policy, to a Librarian 1 position. We congratulate her on the hard work and long hours at home which she spent studying for these exams and her accomplishment in passing all three exams within her first year of employment.

Sharon Schulenberg's salary goes from \$11.03 per hour to \$11.52 per hour as a result of the board's change in the Salary Schedule for the Special Services Librarian.

Genevieve Egan

Robert Souza

Wayne W. Carey

Barbara Lestum

MEMORANDUM

Reference Policy
Audiovisual Equipment Loan Policy
Computer & Typewriter Use Policy
Videocassette Policy
Walking Books Policy

Summary: The Policy Committee recommends approving the *Audiovisual Equipment Loan Policy*, the *Videocassette Policy* and *Computer and Typewriter Use Policy* as written.

It recommends that the Board approve the *Reference Policy* as written, with the exception of that the phrase "the Internet" be added in the discussion of lengthy searches (IV. Standards, Item 9).

The Committee recommends the adoption of a new *Walking Books Policy*. I am including the Procedures as well, so that you can see how this service works.

Vote: To approve the above policies as written, with the one addition to the Reference Policy and the addition of a new Walking Books Policy as recommended by the Policy Committee.

AUDIOVISUAL EQUIPMENT LOAN POLICY

1. All audiovisual equipment may be borrowed for a period of 24 hours unless special arrangements have been made through the agency librarian.
2. All equipment requires a \$10 deposit and a \$2.00 per day fee. The deposit will be returned when the equipment is returned undamaged. The organization or individual is responsible for replacement or repair cost of item beyond normal wear.
3. No fee will be charged for use of equipment in the library.
4. Persons borrowing equipment must be 18 years of age and be currently registered JCPL users in good standing.
5. FINES: A fine of \$2.00 per day will be assessed for materials returned after the agreed upon time.
6. All employees and board members of JCPL are exempt from paying any fees, deposits or fines, but they are responsible for repair or replacement costs of any item beyond normal wear.

5/94; rev. 5/95; revised 5/96

VIDEO CASSETTE POLICY

1. Borrower must be a registered JCPL library user in good standing.
2. Borrower must be 18 years of age or older.
3. Loan period will be two days including Sundays and holidays with no renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open.
4. An extended loan period of 1 week with no renewals is allowed for educational and civic organizations. Civic organizations may obtain an extended loan only on videos which have been cleared for public performance.
5. Each person may borrow only two (2) video cassettes which he/she must return before borrowing others.
6. Fines will be \$1.00 per day per title returned after due date.
7. No reserves will be taken on video cassettes except in the following situations: A teacher wishing to use a video in an educational setting may reserve the video for a specific date. Other group leaders wishing to use a video *which has been cleared for public performance* may also reserve a video for a specific date.

Adopted 5/94; reviewed 5/95; revised 5/96

Walking Books Policy

1. Walking books are available to Jasper County residents who are homebound, either on a permanent or temporary basis.
2. Books, magazines, audiocassettes, cd's and records will circulate for 6 weeks, with one renewal of three weeks when necessary. Videocassettes check out for one week, with no renewals.
3. Patrons are not charged fines, and do not receive overdue notices.
4. Staff members are reimbursed for gas when delivering or picking up materials from patrons outside the city limits.

Draft: 4/97

Walking Books Procedure

1. Walking books will be organized in a three ring binder. Use dividers to create a separate section for each patron. The first sheet within each section will be the patron's reading preference sheet, followed by a list of books they have read.
2. The reading preference sheet can be completed either by the patron or a staff member, but should include the patron's name, address, phone number and directions to their residence, if necessary. When completing the questionnaire, make sure any likes or dislikes are noted.
3. After checking materials out to the patron, write or print up a list of items, including author, title, current date (delivery date) and due date for each item. These lists should be placed in the notebook behind the patron's reading record sheet.
4. Patrons will contact us when they need more materials. When delivering materials, pick up the items they are finished using. To insure that patrons do not receive overdue notices, staff need to keep track of due dates and either renew or pick up materials that are in danger of becoming overdue.

Draft: 4/97

MEMORANDUM

Technology Network Project

Summary: Equipment is installed at Rensselaer. However, we still need to get it configured so that it works correctly. We are projecting that we should be connected to the other libraries and operational by the middle of June.

It has become apparent that we are not going to complete this project within the bounds of the funds approved by the board. I would like permission from the board to spend what is needed to complete this project correctly. This could mean as much as an additional \$20,000 from LIRF or it could be less. However, we will incur all costs within the next month, so I need authorization to spend the money now. We have \$70,000 in the LIRF itself at present. You have thus far authorized spending \$3,500 of that on the project.

Discussion:

- We decided to pay for a feasibility study for the wireless LAN and for a detailed inventory of our present computer equipment after we determined the cost of the project. This added \$3,480.
- We knew that labor costs were only estimated. A considerably greater amount of time will be spent configuring the system than originally estimated. We have purchased a second \$9120 block of labor time which I did not plan for.
- We added a few wiring locations, as we planned for future needs, realizing that it would be cheaper to get spots wired now than to have someone come back and wire them later. This added about \$2,500 to wiring costs.
- When Gaylord and Think Tank sat down to talk about the details of what it would take to connect the two systems, added equipment needs were noted.
- When we originally determined the cost of the project, we planned for a server at Rensselaer and one at DeMotte. It later became apparent that we needed one at Wheatfield also in order to provide fast computer response time. The servers themselves will cost less than originally estimated, but other extra peripherals will be needed for Wheatfield which we did not include in the budget.
- When we studied the laser printers more closely, we realized we would need ones with more capacity to handle the traffic at DeMotte and Rensselaer. And we discovered that the network adapter for an inexpensive laser printer doubled the cost of it. That added about \$2500 to the cost of the printers.

I don't know the final cost of this project. I don't like it, but I think it is the nature of this type of project where equipment must be tailored to the specific needs of the location and substitutions and changes must be made as the project evolves. Some items are cheaper than originally estimated, others more expensive.

Next Step(s). To determine whether to complete the project as presently designed, or whether to delay connecting Wheatfield to the network until other funds become available.

Vote: To allow the director to spend what is necessary from LIRF to complete the project as presently designed.

JCPL FINANCIAL STATEMENT

APRIL 1997

	<u>Beginning 1997 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$428,405.17	\$3,857.03	\$15,781.47	\$84,872.47	\$306,052.11	\$138,134.53
Investments \$103,100.00						
Public Library Access Card Fund	\$40.00	\$21.00	\$84.00	\$63.00	\$103.00	\$21.00
Gift Fund	\$2,694.83	\$142.37	\$1,021.37	\$458.77	\$563.96	\$3,152.24
DeMotte	\$905.58	\$25.00	\$115.00	\$0.00	\$34.95	\$985.63
Rensselaer	\$1,019.55	\$70.00	\$859.00	\$400.00	\$455.29	\$1,423.26
Wheatfield	\$769.70	\$47.37	\$47.37	\$58.77	\$73.72	\$743.35
Bond & Interest Redemption Fund	\$96,902.46	\$0.00	\$0.00	\$0.00	\$0.00	\$96,902.46
Investments \$96,900.00						
Host/Hospitality Fund	\$0.00	\$355.67	\$1,280.88	\$0.00	\$925.21	\$355.67
Library Improvement Reserve Fund	\$69,841.66	\$288.43	\$1,008.07	\$0.00	\$0.00	\$70,849.73
Investments \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund	\$1,471.65	\$0.00	\$0.00	\$1,389.10	\$1,389.10	\$82.55
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$376.80	\$122.50	\$290.50	\$75.00	\$482.92	\$184.38
Indiana Technology Grant Fund	\$0.00	\$616.72	\$9,736.72	\$9,736.72	\$9,736.72	\$0.00
State Technology Grant 1997	\$0.00	\$31.50	\$31.50	\$31.50	\$31.50	\$0.00
Construction Fund	\$9,263.77	\$130.89	\$262.81	\$129.99	\$129.99	\$9,396.59
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
State Tax Collected	\$0.00	\$0.00	\$0.00	(\$119.15)	(\$1,468.20)	\$1,468.20
County Tax Collected	\$0.00	\$0.00	\$0.00	(\$35.03)	(\$425.87)	\$425.87
Employee Health Insur.	\$328.78	\$0.00	\$0.00	(\$112.31)	(\$141.33)	\$470.11
Employee P.E.R.F.	\$2,991.93	\$0.00	\$0.00	\$2,118.71	\$1,866.24	\$1,125.69
TOTAL ALL FUNDS.....	\$612,517.05	\$5,566.11	\$29,497.32	\$98,608.77	\$319,245.35	\$322,769.02

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
30 Apr 97

1.	BANK ONE CHECKING	31755.73
2.	BANK ONE-CONSTRUCTION FUND SAV	9526.58
3.	BANK ONE-LIRF	70849.73
4.	PEOPLES STATE BANK	41.60
5.	DEMOTTE STATE BANK	10595.38
6.		.00
7.		.00
8.		.00
9.		.00
10.		.00
11.		.00
12.		.00
13.	PEOPLES STATE BANK CDs (1)	200000.00
14.		.00
15.		.00
TOTAL ALL BANK ACCOUNTS		322769.02

----- JASPER COUNTY PUBLIC LIBRARY -----

30 Apr 97

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	41912.00	3458.00	13766.13	28145.87	32.8
1.12	SALARY OF ASSISTANTS	492774.78	38518.81	148985.42	343789.36	30.2
1.13	WAGES OF JANITORS	36366.75	2362.84	9312.25	27054.50	25.6
1.21	EMPLOYER'S SHARE-FICA	43689.74	3391.96	13162.84	30526.90	30.1
1.22	UNEMPLOYMENT COMPENSATION	3104.00	1735.83	1884.22	1219.78	60.7
1.23	EMPLOYER'S CONTRIB.- PERF	24150.00	5948.07	11433.60	12716.40	47.3
1.24	EMPLOYER'S CONTRIB.- INS.	16200.00	283.50	2123.45	14076.55	13.1
1.31	OTHER PERSONAL SERVICES	1000.00	.00	152.36	847.64	15.2
2.11	OFFICIAL RECORDS	1000.00	.00	18.27	981.73	1.8
2.12	STATIONERY AND PRINTING	700.00	.00	564.00	136.00	80.6
2.13	OTHER OFFICE SUPPLIES	5200.00	31.66	1056.82	4143.18	20.3
2.21	CLEANING & SANITATION SUPPLIES	4000.00	256.75	937.60	3062.40	23.4
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	.00	20.00	.0
2.23	OTHER OPERATING SUPPLIES	4200.00	133.40	478.55	3721.45	11.4
2.31	BUILDING MATERIALS & SUPPLIES	700.00	398.70	494.95	205.05	70.7
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	.00	200.00	.0
2.33	REPAIR PARTS	500.00	.00	106.28	393.72	21.3
2.41	LIBRARY SUPPLIES	4500.00	832.67	1595.87	2904.13	35.5
2.42	AUTOMATION SUPPLIES	4300.00	.00	.00	4300.00	.0
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	270.00	495.00	755.00	39.6
3.14	OTHER PROFESSIONAL SERVICES	9400.00	.00	642.82	8757.18	6.8
3.21	TELEPHONE	12000.00	1293.88	3868.20	8131.80	32.2
3.22	POSTAGE	6650.00	346.00	1793.51	4856.49	27.0
3.23	TRAVELING EXPENSE	4500.00	184.40	731.60	3768.40	16.3
3.24	PROFESSIONAL MEETINGS	6200.00	132.13	1236.13	4963.87	19.9
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17621.00	946.18	3784.52	13836.48	21.5
3.31	ADVERTISING & PUBLIC NOTICES	900.00	280.26	296.36	603.64	32.9
3.32	OTHER PRINTING	150.00	.00	.00	150.00	.0
3.41	OFFICIAL BONDS	250.00	.00	.00	250.00	.0
3.42	OTHER INSURANCE	18000.00	10.00	10.00	17990.00	.1
3.51	GAS	27000.00	3490.10	14199.68	12800.32	52.6
3.52	ELECTRICITY	51000.00	4693.18	14403.73	36596.27	28.2
3.53	WATER	1000.00	50.15	250.10	749.90	25.0
3.54	WASTE DISPOSAL SERVICES	2500.00	211.37	800.48	1699.52	32.0
3.61	BUILDING & STRUCTURES	34026.50	3333.34	9582.12	24444.38	28.2
3.62	EQUIPMENT	4000.00	.00	597.50	3402.50	14.9
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	33.95	119.80	105.20	53.2
3.91	DUES	2100.00	.00	950.00	1150.00	45.2
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	55000.00	.00	.00	55000.00	.0
3.95	SERVICE CONTRACTS	9400.00	938.50	2754.82	6645.18	29.3
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	30000.00	1228.00	1756.00	28244.00	5.9
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	42000.00	492.46	553.66	41446.34	1.3
4.51	BOOKS	137000.00	9126.29	29116.07	107883.93	21.3
4.52	PERIODICALS & NEWSPAPERS	36700.00	60.46	4492.83	32207.17	12.2
4.53	NONPRINTED MATERIALS	33300.00	399.63	7544.57	25755.43	22.7
	-TOTAL-	1226859.77	84872.47	306052.11	920807.66	24.9

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 30 Apr 97

INDIANA TECHNOLOGY GRANT FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.14	OTHER PROFESSIONAL SERVICES	.00	.00	.00	9120.00	12600.00	-12600.00
3.26	NETWORK INFRASTRUCTURE	4500.00	.00	4500.00	.00	.00	4500.00
3.27	COMMUNICATION-INSTALL/UPGRADES	2373.00	.00	2373.00	.00	.00	2373.00
4.4	FURNITURE & EQUIPMENT	29627.00	.00	29627.00	616.72	933.17	28693.83
4.52	PERIODICALS & NEWSPAPERS	1500.00	.00	1500.00	.00	.00	1500.00
	-TOTAL-	38000.00	.00	38000.00	9736.72	13533.17	24466.83

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

30 Apr 97

STATE TECHNOLOGY GRANT 1997	ANNUAL	CHANGE TO	CURRENT	DISBURSMENTS	DISBURSMENTS	APPROPRIATION
ACNT # DESCRIPTION	APPROPRIATION	APPROPRIATION	APPROPRIATION	THIS MONTH	YEAR-TO-DATE	BALANCE
4.4 FURNITURE & EQUIPMENT	5152.00	.00	5152.00	31.50	31.50	5120.50
-TOTAL-	5152.00	.00	5152.00	31.50	31.50	5120.50

CHANGES TO APPROPRIATION REPORT
DATE 30 Apr 97

Fund/Account No	Date	Amount	Explanation
100-1.12	02 Jan 97	24357.78	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.13	02 Jan 97	2775.75	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.21	02 Jan 97	2078.74	ENCUMBERED FUNDS/BD.ACTION 12-96
100-3.61	08 Apr 97	26.50	REIMBURSE FOR TRASH GATE REPAIR
100-4.52	13 Feb 97	-3300.00	PER BOARD APPROVAL-2/11/97 MTG.
100-4.53	13 Feb 97	3300.00	PER BOARD APPROVAL-2/11/97 MTG.
155-3.21	30 Apr 97	-1.00	OVERAPPROPRIATED FUND
180-3.14	15 Jan 97	131.92	INTEREST EARNED 4th QUARTER 1996
180-3.14	30 Apr 97	130.89	INTEREST EARNED 1st QTR.1997

REGISTER OF CLAIMS
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208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
30 Apr 97

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
FED.EFT	00559	INTERNAL REVENUE SERVICE CEN	5486.68	10 APR 97	FED.& FICA TAXES WITHHELD 10
FED EFT	00607	INTERNAL REVENUE SERVICE CEN	5759.81	25 APR 97	EFT #02281128, TRANSFER 4/11
EFT DEBIT	00553	INDIANA DEPARTMENT OF REVENU	1739.89	10 APR 97	FICA & FED TAXES WITHHELD 25 REF #02782599; TRANSFER 4/29
					STATE & COUNTY TAX WITHHELD- VERIFICATION #43; REF. #5129 3/35/97 @ 11:15 A.M. cst
COR.ENTRY	00558	BANKERS ADVERTISING CO.	518.16	10 APR 97	IMPRINTED MAGNETS-ADVERTISIN
cor.entry	00557	BANKERS ADVERTISING CO.	-518.16	10 APR 97	WRONG APPROP.ENTRY-COR. A/P
006263	00526	MARLENE BEEDLE	458.75	10 APR 97	PAYROLL
006264	00534	YVONNE J. BEEVER	802.47	10 APR 97	PAYROLL
006265	00536	BELSTRA, COURTNEY B.	128.84	10 APR 97	PAYROLL
006266	00519	GLENDA BROWN	622.69	10 APR 97	PAYROLL
006267	00522	RENEE CARR	476.81	10 APR 97	PAYROLL
006268	00540	VALERIE A. COLVIN	289.94	10 APR 97	PAYROLL
006269	00521	LYNN DAUGHERTY	929.78	10 APR 97	PAYROLL
006270	00525	JULIE EISELE	531.24	10 APR 97	PAYROLL
006271	00514	CHARLOTTE FAGEN	723.38	10 APR 97	PAYROLL
006272	00539	STEPHANIE D. FILSON	456.63	10 APR 97	PAYROLL
006273	00537	HEEKE, MICHELLE M.	889.44	10 APR 97	PAYROLL
006274	00543	SANDRA L. HESTERMAN	193.64	10 APR 97	PAYROLL
006275	00524	ROSE E. HOWARD	504.89	10 APR 97	PAYROLL
006276	00527	GAIL M. JUNG	719.61	10 APR 97	PAYROLL
006277	00533	ANGELA M. KARCH	123.20	10 APR 97	PAYROLL
006278	00549	ERIN C. KINGMAN	13.85	10 APR 97	PAYROLL
006279	00520	DIANA KOOY	438.75	10 APR 97	PAYROLL
006280	00517	JOAN KOPANDA	482.81	10 APR 97	PAYROLL
006281	00518	KROS, DIANE	643.37	10 APR 97	PAYROLL
006282	00548	KAREN R. LEICHTY	167.51	10 APR 97	PAYROLL
006283	00529	SHARON K. LEWIS	116.20	10 APR 97	PAYROLL
006284	00545	KRISTINE L. MAYS	320.15	10 APR 97	PAYROLL
006285	00551	KRISTINE L. MAYS	15.17	10 APR 97	PAYROLL
006286	00546	MOONEY, LOREILENE M.	96.97	10 APR 97	PAYROLL
006287	00538	DIANE M. OPOLSKI	310.44	10 APR 97	PAYROLL
006288	00541	JACKIE REAGAN	540.94	10 APR 97	PAYROLL
006289	00535	LISA RUSHER	475.48	10 APR 97	PAYROLL
006290	00515	SHARON SCHULENBERG	557.94	10 APR 97	PAYROLL
006291	00531	JACK STANDISH	289.88	10 APR 97	PAYROLL
006292	00516	JILL TACHTIRIS	621.46	10 APR 97	PAYROLL
006293	00544	VIRGINIA VIS	64.63	10 APR 97	PAYROLL
006294	00547	VIRGINIA L. VIS	78.36	10 APR 97	PAYROLL
006295	00542	SUSAN M. WAKELAND	108.42	10 APR 97	PAYROLL
006296	00528	WEBSTER, RACHAEL D.	509.28	10 APR 97	PAYROLL
006297	00523	WHITED, AMBER	315.09	10 APR 97	PAYROLL
006298	00532	MARGARET M. WOODS	582.05	10 APR 97	PAYROLL
006299	00550	CAROL YEOMAN	127.41	10 APR 97	PAYROLL
006300	00530	LEANNE YORK	901.14	10 APR 97	PAYROLL
006301	00573	MARLENE BEEDLE	406.80	25 APR 97	PAYROLL

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

30 Apr 97

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
006302	00581	YVONNE J. BEEVER	802.47	25 APR 97	PAYROLL
006303	00583	BELSTRA, COURTNEY B.	67.72	25 APR 97	PAYROLL
006304	00566	GLENDA BROWN	622.69	25 APR 97	PAYROLL
006305	00569	RENEE CARR	476.81	25 APR 97	PAYROLL
006306	00587	VALERIE A. COLVIN	294.13	25 APR 97	PAYROLL
006307	00568	LYNN DAUGHERTY	929.78	25 APR 97	PAYROLL
006308	00590	LYNDA E. DAY	297.04	25 APR 97	PAYROLL
006309	00572	JULIE EISELE	531.24	25 APR 97	PAYROLL
006310	00561	CHARLOTTE FAGEN	723.38	25 APR 97	PAYROLL
006311	00586	STEPHANIE D. FILSON	456.63	25 APR 97	PAYROLL
006312	00584	HEEKE, MICHELLE M.	889.44	25 APR 97	PAYROLL
006313	00591	SANDRA L. HESTERMAN	188.35	25 APR 97	PAYROLL
006314	00571	ROSE E. HOWARD	538.53	25 APR 97	PAYROLL
006315	00574	GAIL M. JUNG	719.61	25 APR 97	PAYROLL
006316	00580	ANGELA M. KARCH	87.80	25 APR 97	PAYROLL
006317	00597	ERIN C. KINGMAN	80.99	25 APR 97	PAYROLL
006318	00567	DIANA KOBY	438.75	25 APR 97	PAYROLL
006319	00564	JOAN KOPANDA	453.81	25 APR 97	PAYROLL
006320	00565	KROS, DIANE	622.58	25 APR 97	PAYROLL
006321	00600	RAE ANN LANOUE	65.96	25 APR 97	PAYROLL
006322	00596	KAREN R. LEICHTY	150.72	25 APR 97	PAYROLL
006323	00576	SHARON K. LEWIS	96.83	25 APR 97	PAYROLL
006324	00593	KRISTINE L. MAYS	328.87	25 APR 97	PAYROLL
006325	00599	KRISTINE L. MAYS	20.23	25 APR 97	PAYROLL
006326	00594	MOONEY, LOREILENE M.	111.51	25 APR 97	PAYROLL
006327	00585	DIANE M. OPOLSKI	390.46	25 APR 97	PAYROLL
006328	00588	JACKIE REAGAN	540.94	25 APR 97	PAYROLL
006329	00582	LISA RUSHER	475.48	25 APR 97	PAYROLL
006330	00562	SHARON SCHULENBERG	557.94	25 APR 97	PAYROLL
006331	00578	JACK STANDISH	287.33	25 APR 97	PAYROLL
006332	00563	JILL TACHTIRIS	618.07	25 APR 97	PAYROLL
006333	00592	VIRGINIA VIS	129.29	25 APR 97	PAYROLL
006334	00595	VIRGINIA L. VIS	180.37	25 APR 97	PAYROLL
006335	00589	SUSAN M. WAKELAND	83.11	25 APR 97	PAYROLL
006336	00575	WEBSTER, RACHAEL D.	509.28	25 APR 97	PAYROLL
006337	00570	WHITED, AMBER	287.28	25 APR 97	PAYROLL
006338	00579	MARGARET M. WOODS	582.05	25 APR 97	PAYROLL
006339	00598	CAROL YEOMAN	617.14	25 APR 97	PAYROLL
006340	00577	LEANNE YORK	901.14	25 APR 97	PAYROLL
015729	00442	ACORDIA PERSONAL BENEFITS, I	298.73	08 APR 97	QTLY PREMIUM-J. EISELE
015730	00443	AVC CORPORATION	198.00	08 APR 97	MARCH & APRIL FIN.COMP.SERV.
015731	00444	BAKER & TAYLOR	6078.01	08 APR 97	BOOKS, A.V., GIFT BOOKS
015732	00445	BAKER & TAYLOR BOOKS	299.94	08 APR 97	CONTINUATIONS-BOOKS
015733	00446	BAKER & TAYLOR ENTERTAINMENT	14.20	08 APR 97	VIDEO
015734	00447	BANKERS ADVERTISING CO.	518.17	08 APR 97	IMPRINTED MAGNETS
015735	00448	BEN FRANKLIN	74.90	08 APR 97	VIDEO, CHILD.CRAFTS, ORAL HI AUDIO CASSETTE TAPES
015736	00449	BETTER CONTAINERS MFG. CO. I	318.36	08 APR 97	BOOK BAGS

REGISTER OF CLAIMS

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

30 Apr 97

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015737	00450	BETTY A. HUFF (PAS-TIME 800	435.19	08 APR 97	BOOKS
015738	00451	CHEM-TECH INTERNATIONAL, INC	369.20	08 APR 97	CHEMICALS FOR SHOT FEEDER-RE
015739	00452	COAST TO COAST	14.78	08 APR 97	BUCKETS-JANITORIAL SUPPLY
015740	00453	CUSTOM LAWN CARE	112.50	08 APR 97	FEB.SNOW REMOVAL-RENS.
015741	00454	DAVIDSON TITLES INC.	65.44	08 APR 97	BOOKS
015742	00455	DEMCO	499.62	08 APR 97	HANGUP BAGS,BOOK TAPE,FILE C
015743	00456	DIANA KOOY	53.40	08 APR 97	MILEAGE
015744	00457	DIANE KROS	30.00	08 APR 97	MILEAGE
015745	00458	DIANE OPOLSKI	49.94	08 APR 97	MILEAGE-BOOK REPAIR WORKSHOP
015746	00459	DIVERSITY UNIFORMS	20.85	08 APR 97	NAME BADGES (3)
015747	00460	DONTECH	393.40	08 APR 97	8 TELEPHONE DIRECTORIES-DEMO
015748	00461	DUMAS & MORIARTY	270.00	08 APR 97	LEGAL CONSULTATIONS
015749	00462	ELEANOR ARNOLD	1000.00	08 APR 97	INDEXING OF TRANSCRPTS & MAN
015750	00463	F.W. BURGE ROOFING	95.00	08 APR 97	REPAIR OF VAILEYS & FLASHING
015751	00464	G & G WELDING	26.00	08 APR 97	WELD GUARD POST-RENSSELAER
015752	00465	GA FOODS GROUP	7.87	08 APR 97	SUPPLIES WINTER READING PROG
015753	00466	GAIL JUNG	13.20	08 APR 97	MILEAGE
015754	00467	GALE RESEARCH INC.	678.51	08 APR 97	BOOKS
015755	00468	HP PRODUCTS CORP.	256.75	08 APR 97	M-FOLD TOWELS & TP
015756	00469	INDIANA DEPT.OF WORKFORCE DE	1735.83	08 APR 97	1st QUARTER UNEMPLOYMENT COM
015757	00470	INDIANA DONORS ALLIANCE	10.00	08 APR 97	BOOK
015758	00471	INDIANA ONLINE USERS GROUP	36.00	08 APR 97	"FACE TO INTERFACE" PROG-BEE
015759	00472	INDIANA STATE LIBRARY	63.00	08 APR 97	1ST QUARTER PLAC
015760	00473	INGRAM	344.99	08 APR 97	BOOKS
015761	00474	JULIE EISELE	13.20	08 APR 97	MILEAGE
015762	00475	KANKAKEE VALLEY POST NEWS	38.00	08 APR 97	KV POST NEWS ANNUAL SUBSCRPT
015763	00476	KOLORTECH, INC.	115.15	08 APR 97	OUTDOOR FLOOD BULBS
015764	00477	LAVERNE TERPSTRA	96.00	08 APR 97	LABELED & MARKED ORAL HISTOR
015765	00478	LDOS WORLDCOM	1016.67	08 APR 97	LONG DISTANCE & DATA LINES-M
015766	00479	LEANNE YORK	6.50	08 APR 97	PARKING-THINKING OUTSIDE LIN
015767	00480	LYNN DAUGHERTY	146.06	08 APR 97	MILEAGE,GOGGLES & CORDLESS P
015768	00481	MARLENE BEEDLE	13.20	08 APR 97	MILEAGE-GENEEOLOGY WORKSHOP
015769	00482	MARTZ PLUMBING & HEATING	1398.58	08 APR 97	REPLACE CARTRIDGES & ADDED V
015770	00483	MICROMARKETING ASSOCIATES	48.94	08 APR 97	VIDEOS-DEMOTTE
015771	00484	MIDWEST MICRO PERIPHERALS	492.46	08 APR 97	SCANMAKER-RENS
015772	00485	NATIONAL GEOGRAPHIC SOCIETY	13.90	08 APR 97	BOOK
015773	00486	NETNITCO	67.50	08 APR 97	INTERNET SERVICE-APRIL 97
015774	00487	NIPSCO	3179.42	08 APR 97	UTILITIES DEMOTTE-2/14 TO 3/
015775	00488	NORTHWESTERN INDIANA TELEPHO	142.13	08 APR 97	TELEPHONE SERVICE/APRIL 97-D
015776	00489	OAG BUSINESS TRAVEL PLANNER	99.00	08 APR 97	BOOK
015777	00490	ON CUE #6106	35.97	08 APR 97	VIDEOS
015778	00491	OOMS DISPOSAL SERVICE INC.	45.00	08 APR 97	DISPOSAL SERVICE/APRIL-JUNE
015779	00492	PBS ADULT LEARNING SATELLITE	75.00	08 APR 97	UNDERSTDNG THE INTERNET/SATE
015780	00493	PEGGY WOODS	9.82	08 APR 97	BOOK REPAIR WORKSHOP
015781	00494	POSTMASTER	24.00	08 APR 97	P.O. BOX ANNUAL FEE-DEMOTTE
015782	00495	POSTMASTER GENERAL	346.00	08 APR 97	STAMPS/ 1000-.32;200-.03;200
015783	00496	PRECISION CONTROL SYSTEMS, I	1971.26	08 APR 97	PUMP MOTOR & REPAIRS-D/QRTL
015784	00497	PUBLIC EMPLOYEES' RETIREMENT	9192.47	08 APR 97	1ST QUARTER PAYMENT 1997

REGISTER OF CLAIMS

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

30 Apr 97

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015785	00498	RACHAEL WEBSTER	19.51	08 APR 97	BK REPAIR WKSH/INS. PREMIUM
015786	00499	READER'S DIGEST ASSOCIATION	22.46	08 APR 97	ANNUAL SUBSCRPT. 5/97-4/98;W
015787	00500	REGENT BOOK CO., INC.	39.95	08 APR 97	BOOKS
015788	00501	RENSSELAER LUMBER CO.	29.50	08 APR 97	CEILING TILES/RENS.
015789	00502	RENSSELAER REPUBLICAN	30.26	08 APR 97	PUBLIC AD-COMPUTER NETWORKIN
015790	00503	S & J CHEM-DRY	760.00	08 APR 97	CARPET & UPHOLSTERY CLEANING
015791	00504	SANDRA L. HESTERMAN	7.01	08 APR 97	BOOK REPAIR WORKSHOP
015792	00505	SECRETARY OF STATE	10.00	08 APR 97	NOTARY PUBLIC FEE/GLENDA BRO
015793	00506	SECURITY COURIERS CORP.	938.50	08 APR 97	COURIER SERVICE 2/28 TO 3/28
015794	00507	SHIRLEY ZECK	96.00	08 APR 97	LABELED & MARKED ORAL HISTOR
015795	00508	STANDARD & POOR'S CORP.	570.00	08 APR 97	INDUSTRIAL SURVEYS/STANDING
015796	00509	STEPHANIE FILSON	13.65	08 APR 97	BOOK REPAIR WORKSHOP
015797	00510	TEETERS CULLIGAN	9.95	08 APR 97	COOLER RENTAL/APRIL 97
015798	00511	THINK TANK INFORMATION SYSTE	9768.22	08 APR 97	PROF. SUPPORT/COMPUTER NETWO
015799	00512	U S WEST THE DIRECTORY SOURC	166.92	08 APR 97	BOOKS-DIRECTORIES
015800	00513	WALGREEN'S	20.99	08 APR 97	POLOROID FILM/RENS
015801	00552	INDIANA DEFERRED COMPENSATIO	567.08	10 APR 97	WITHHELD FROM PAYROLL 10 APR
					DAUGHERTY,KOBY,KOPANDA,SCHUL
015802	00554	TOWN OF DEMOTTE	40.72	10 APR 97	SEWER SERVICE-FEB 97/DEMOTTE
015803	00555	TOWN OF WHEATFIELD SEWER WOR	41.05	10 APR 97	SEWER SERVICE-APRIL 97/WHEAT
015804	00556	UNITED TELEPHONE COMPANY	854.07	10 APR 97	DATA LINE & TELEPHONE SERV./
015805	00560	JASPER FOUNDATION, INC.	400.00	14 APR 97	JCPL FUND IN MEMORY OF BONNI
					POWELL-UNDESIGNATED MEMORIAL
015806	00601	INDIANA DEFERRED COMPENSATIO	567.08	25 APR 97	WITHHELD FROM 25 APR 97 PAYR
					DAUGHERTY,KOPANDA,KOBY,SCHUL
015807	00602	CITY OF RENSSELAER	2255.95	25 APR 97	UTILITIES 3/10-4/9/97 RENS.L
015808	00603	LEANNE YORK	141.00	25 APR 97	ORAL HISTORY PROJECT-PHOTO
015809	00604	LAKE COUNTY PUBLIC LIBRARY	51.00	25 APR 97	NILBA-EGAN,LEESTMA,DAUGHERTY
015810	00605	NIPSCO	2882.66	25 APR 97	UTILITY: DEM.3/19-4/16,WH-3/
015811	00606	UNITED TELEPHONE COMPANY	159.69	25 APR 97	WHEATFIELD-TELEPHONES-APRIL

--TOTAL AMOUNT OF CLAIMS-- 98608.77

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 98608.77. Dated 12 MAY 97.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
APRIL 30, 1997

F 5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$2,641.43	\$8,970.97
DeMotte	\$1,004.50	\$3,214.93		
Rensselaer	\$1,318.31	\$4,091.21		
Wheatfield	\$318.62	\$1,664.83		
PHOTOCOPIES.....			\$811.37	\$2,706.13
DeMotte	\$329.90	\$1,047.60		
Rensselaer	\$390.22	\$1,286.13		
Wheatfield	\$91.25	\$372.40		
CARDS.....			\$74.00	\$349.00
DeMotte	\$22.00	\$150.00		
Rensselaer	\$44.00	\$159.00		
Wheatfield	\$8.00	\$40.00		
COMPUTER DISKS.....			\$0.00	\$2.10
INTEREST.....			\$234.43	\$2,771.49
TAXES.....			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS.....			\$95.80	\$981.78
Outstanding check (Town/Demotte)	\$0.00	\$18.72		
Sale/Card Catalog/Auction	\$0.00	\$867.26		
Fix Trash Gate Post (Custom Lawn	\$26.50	\$26.50		
Sidewalk caulking (Peggy Woods)	\$69.30	\$69.30		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$3,857.03	\$15,781.47
PLAC FUND.....			\$21.00	\$84.00
GIFT FUNDS.....			\$142.37	\$1,021.37
DeMotte	\$25.00	\$115.00		
Rensselaer	\$70.00	\$859.00		
Wheatfield	\$47.37	\$47.37		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
HOST/HOSPITALITY FUND.....			\$355.67	\$1,280.88
LIBRARY IMPROVEMENT FUND.....			\$288.43	\$1,008.07
ORAL HISTORY GRANT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$122.50	\$290.50
INDIANA TECHNOLOGY GRANT FUND.....			\$616.72	\$9,736.72
STATE TECHNOLOGY GRANT 1997.....			\$31.50	\$31.50
CONSTRUCTION FUND.....			\$130.89	\$262.81
Interest Earned	\$0.00	\$131.92		
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$0.00
TOTAL RECEIPTS - ALL FUNDS.....			\$5,566.11	\$29,497.32

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 06 May 97

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
006341	00620	MARLENE BEEDLE	461.62	09 MAY 97	PAYROLL
006342	00628	YVONNE J. BEEVER	802.47	09 MAY 97	PAYROLL
006343	00630	BELSTRA, COURTNEY B.	58.05	09 MAY 97	PAYROLL
006344	00613	GLENDA BROWN	622.69	09 MAY 97	PAYROLL
006345	00616	RENEE CARR	432.29	09 MAY 97	PAYROLL
006346	00634	VALERIE A. COLVIN	283.62	09 MAY 97	PAYROLL
006347	00615	LYNN DAUGHERTY	929.78	09 MAY 97	PAYROLL
006348	00619	JULIE EISELE	531.24	09 MAY 97	PAYROLL
006349	00608	CHARLOTTE FAGEN	723.38	09 MAY 97	PAYROLL
006350	00633	STEPHANIE D. FILSON	456.63	09 MAY 97	PAYROLL
006351	00631	HEEKE, MICHELLE M.	889.44	09 MAY 97	PAYROLL
006352	00637	SANDRA L. HESTERMAN	235.85	09 MAY 97	PAYROLL
006353	00618	ROSE E. HOWARD	459.50	09 MAY 97	PAYROLL
006354	00621	GAIL M. JUNG	707.31	09 MAY 97	PAYROLL
006355	00627	ANGELA M. KARCH	120.68	09 MAY 97	PAYROLL
006356	00614	DIANA KOORY	438.75	09 MAY 97	PAYROLL
006357	00611	JOAN KOPANDA	460.26	09 MAY 97	PAYROLL
006358	00612	KROS, DIANE	643.37	09 MAY 97	PAYROLL
006359	00644	RAE ANN LANOVE	79.15	09 MAY 97	PAYROLL
006360	00642	KAREN R. LEICHTY	157.03	09 MAY 97	PAYROLL
006361	00623	SHARON K. LEWIS	116.20	09 MAY 97	PAYROLL
006362	00639	KRISTINE L. MAYS	311.38	09 MAY 97	PAYROLL
006363	00640	MOONEY, LOREILENE M.	96.97	09 MAY 97	PAYROLL
006364	00632	DIANE M. OPOLSKI	387.96	09 MAY 97	PAYROLL
006365	00635	JACKIE REAGAN	540.94	09 MAY 97	PAYROLL
006366	00629	LISA RUSHER	435.47	09 MAY 97	PAYROLL
006367	00609	SHARON SCHULENBERG	584.33	09 MAY 97	PAYROLL
006368	00625	JACK STANDISH	289.88	09 MAY 97	PAYROLL
006369	00610	JILL TACHIRIS	601.08	09 MAY 97	PAYROLL
006370	00638	VIRGINIA VIS	110.82	09 MAY 97	PAYROLL
006371	00641	VIRGINIA L. VIS	180.37	09 MAY 97	PAYROLL
006372	00636	SUSAN M. WAKELAND	108.42	09 MAY 97	PAYROLL
006373	00622	WEBSTER, RACHAEL D.	459.46	09 MAY 97	PAYROLL
006374	00617	WHITED, AMBER	331.76	09 MAY 97	PAYROLL
006375	00626	MARGARET M. WOODS	582.05	09 MAY 97	PAYROLL
006376	00643	CAROL YEOMAN	617.14	09 MAY 97	PAYROLL
006377	00624	LEANNE YORK	901.14	09 MAY 97	PAYROLL
015812	00645	INDIANA DEFERRED COMPENSATIO	567.08	09 MAY 97	WITHHELD FROM PAYROLL 09 MAY DAUGHERTY,KOORY,KOPANDA,SCHUL
015813	00646	TOWN OF DEMOTTE	40.72	09 MAY 97	SEWER SERVICE MAR 97- DEMOTT
015814	00647	TOWN OF WHEATFIELD SEWER WOR	41.05	09 MAY 97	SEWER SERVICE- MAY 97-WHEATF
015815	00648	A.E. BOYCE CO., INC.	378.73	12 MAY 97	VENDOR CHECKS #15,851 & UP(1
015816	00649	ACORDIA PERSONAL BENEFITS, I	525.17	12 MAY 97	QUARTERLY PREMIUM;HEEKE, JUN
015817	00650	AFFORDABLE COMMUNICATIONS	188.50	12 MAY 97	MOVED EXTENSION,INSTALLED NE
015818	00651	AMBER WHITED	28.80	12 MAY 97	MILEAGE
015819	00652	AMERICAN LIBRARY ASSOCIATION	69.50	12 MAY 97	BOOKLIST SUBSCRIPTION TO 6/9
015820	00653	AMERICAN MANAGEMENT ASSOCIAT	145.00	12 MAY 97	SUPERVISING OFF-SITE EMPL;DA
015821	00654	ASSOCIATED LIBRARIES, INC.	3338.65	12 MAY 97	BOOKS

REGISTER OF CLAIMS
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
06 May 97

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015822	00655	AVC CORPORATION	99.00	12 MAY 97	MAY FIN. COMPUTER SERVICE CO
015823	00656	BAKER & TAYLOR	5899.78	12 MAY 97	BOOKS
015824	00657	BARNES & NOBLE	105.94	12 MAY 97	BOOKS
015825	00658	BETTY A. HUFF (PAS-TIME BOO	436.85	12 MAY 97	BOOKS
015826	00659	BLACK MAGAZINE AGENCY	11714.95	12 MAY 97	ANNUAL SUBCRIPTIONS
015827	00660	BRODART CO.	166.55	12 MAY 97	MAGAZINE DISPLAY WALL RACK
015828	00661	CAROL YEOMAN	13.20	12 MAY 97	MILEAGE
015829	00662	CHARLOTTE FAGEN	228.06	12 MAY 97	SUMMER READING SUPPLIES, MIL
015830	00663	CHICAGO TRIBUNE	96.00	12 MAY 97	SUBSCRIPTION 3/31/97-9/28/97;
015831	00664	CONSOLIDATED INSURANCE AGENC	50.00	12 MAY 97	NOTARY BOND 4/11/97-4/10/99;
015832	00665	DAVIDSON TITLES INC.	6.20	12 MAY 97	BOOK
015833	00666	DEMCO	283.60	12 MAY 97	BOOKMKS,BINDER TAPE,RESERVE
015834	00667	DIANE KROS	16.80	12 MAY 97	MILEAGE
015835	00668	DIVERSITY UNIFORMS	6.95	12 MAY 97	NAME BADGE (1)
015836	00669	DUMAS & MORIARTY	157.50	12 MAY 97	LEGAL CONSULTATIONS
015837	00670	EDUCATORS PROGRESS SERVICE,	85.80	12 MAY 97	BOOKS
015838	00671	ELLISON EDUCATIONAL EQUIPMEN	519.75	12 MAY 97	LETTERMACHINE,RACK & 6 DIE C
015839	00672	FILIP INC.	30.18	12 MAY 97	COMET W/BLEACH
015840	00673	GAIL JUNG	13.40	12 MAY 97	WHEATFIELD PETTY CASH
015841	00674	GAIL JUNG	51.70	12 MAY 97	RENSSELAER PETTY CASH
015842	00675	GAYLORD BROS.	1104.41	12 MAY 97	BK. PRESS,OVERDUE MAILERS &
015843	00676	GREATLINE COMMUNICATIONS	16480.84	12 MAY 97	NETWORK WIRING & EQUIPMENT,D
015844	00677	GROLIER PUBLISHING COMPANY	173.84	12 MAY 97	BOOKS
015845	00678	GTE DIRECTORIES DISTRIBUTION	238.58	12 MAY 97	TELEPHONE BOOKS(12)
015846	00679	HAMSTRA BUILDERS, INC.	43.13	12 MAY 97	REPAIR ROOF,RE-INSTALL GUTTE
015847	00680	HERITAGE OFFICE PRODUCTS, IN	224.26	12 MAY 97	SIGN,LG.BANDS,CALCULATOR & D
015848	00681	HIGHSMITH CO. INC.	223.22	12 MAY 97	BINDERS, VISIBLE CARD BOOK
015851	00682	HP PRODUCTS CORP.	388.05	12 MAY 97	HAND SOAP,TP,VACUUM HOSE,M-F
015852	00683	H. W. WILSON COMPANY	220.00	12 MAY 97	READERS GUIDE SUBSC. 7/97-6/
015853	00684	INCOLSA	100.00	12 MAY 97	ADV.INTRO TO MICROCOMPUTERS-
015854	00685	INCOLSA	35.00	12 MAY 97	BUDGET WORKSHOP-5/29, LAKE C
015855	00686	INDIANA BASKETBALL HALL OF F	30.00	12 MAY 97	MAGAZINE SUBSC.-3 YR-RENS.
015856	00687	INFORMATION & RECORDS ASSOC.	430.53	12 MAY 97	MICROFICHE REPAIRS-RENS.
015857	00688	INGRAM	122.49	12 MAY 97	BOOKS
015858	00689	JACKIE REAGAN	15.60	12 MAY 97	MILEAGE
015859	00690	JULIE EISELE	74.40	12 MAY 97	MILEAGE-ILF
015860	00691	LDDS WORLDCOM	843.24	12 MAY 97	DATA LINES & LONG DIST.CALLS
015861	00692	LYNN DAUGHERTY	312.71	12 MAY 97	MILEAGE,BOOK,PROF.MTGS.
015862	00693	MANUFACTURERS' NEWS, INC.	114.95	12 MAY 97	BOOKS
015863	00694	M W INSURANCE AGENCY	10132.00	12 MAY 97	BUILDING POLICY-4/16/87 TO 4
015864	00695	NCAP	6.50	12 MAY 97	VERTICAL FILE MATERIALS
015865	00696	NETNITCO	67.50	12 MAY 97	INTERENET SERVICE MAY 97
015866	00697	NORTHWESTERN INDIANA TELEPHO	150.07	12 MAY 97	TELEPHONE SERVICE MAY 97-DEM
015867	00698	OFFICE DEPOT	129.99	12 MAY 97	CORDLESS PHONE-DEMOTTE
015868	00699	PAT DAY	150.00	12 MAY 97	REPTILE PROG./SUMMER READING
015869	00700	PATRICK OATIS	330.00	12 MAY 97	INTERMEDIATE SIGN LANGUAGE C
015870	00701	PAULA RAMOS	200.00	12 MAY 97	SUMMER READING/STORYTELLER-D
015871	00702	PERSONNEL CONCEPTS LIMITED	34.80	12 MAY 97	LABOR LAW POSTERS

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

06 May 97

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015872	00703	PEN PRODUCTS	985.52	12 MAY 97	DESK & CHAIR- T.S./RENS BLDG
015873	00704	POSTMASTER GENERAL	760.00	12 MAY 97	2000;.32/200;.50/20;\$1.00
015874	00705	QUALITY BOOKS INC.	178.67	12 MAY 97	A.V.
015875	00706	QUILL	493.80	12 MAY 97	ENVELOPES,ART PAPER,RIBBONS
015876	00707	READER'S DIGEST ASSOCIATION	44.92	12 MAY 97	MAGAZINE RENEWAL-7/97-6/98-R
015877	00708	RECORDED BOOKS INC.	388.40	12 MAY 97	AUDIOCASSETES
015878	00709	REED REFERENCE PUBLISHING	264.29	12 MAY 97	BOOKS IN PRINT SUPP.1996-97-
015879	00710	REGENT BOOK CO., INC.	40.15	12 MAY 97	BOOKS
015880	00711	RENSSELAER REPUBLICAN	138.19	12 MAY 97	CLASSIFIED AD-PAGE;NEWSPAPER
015881	00712	ROORDA INTERIORS	125.00	12 MAY 97	ROCKING CHAIR REPAIR-DEMOTTE
015882	00713	SECURITY COURIERS CORP.	938.50	12 MAY 97	TRANSPORT SERVICE 4/4/97-5/2
015883	00714	SPRINT PUBLISHING & ADVERTIS	56.25	12 MAY 97	TELEPHONE BOOKS
015884	00715	T.J. PUBLISHERS, INC.	25.67	12 MAY 97	SIGN LANGUAGE BOOK/WORKSHOP
015885	00716	TEETERS CULLIGAN	34.70	12 MAY 97	MAY WATER COOLER RENTAL & WA
015886	00717	THINK TANK INFORMATION SYSTE	18580.65	12 MAY 97	NETWORKING;INTERNET;MONITORS
015887	00718	TIMESTEP PLAYERS	457.75	12 MAY 97	SUMMER PROGRAM-DEM (6/17);WH
015888	00719	TYSEN'S COUNTRY GROCERY, INC	41.81	12 MAY 97	CH.PROG.SUPPLIES;CLEANING SU
015889	00720	WAL-MART STORES, INC.	13.96	12 MAY 97	SURGE PROTECTOR
015890	00721	YVONNE BEEVER	132.15	12 MAY 97	MILEAGE, IUPUI WORKSHOP, PAR

--TOTAL AMOUNT OF CLAIMS-- 97530.38

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 97530.38. Dated 12 MAY 97.

_____	_____
_____	_____
_____	_____
_____	_____



JASPER COUNTY PUBLIC LIBRARY

☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
P.O. Box 247
Wheatfield, Indiana 46392-0247
219 • 956-3774
Fax 219 • 956-4808

May 12, 1997

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library the following fund herein named for the purpose herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that an existing appropriation now has an unobligated balance which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriation be reduced in the following amount:

LIBRARY OPERATING FUND

	Added Amount Appropriated		Amount Reduced
4.4 Equipment	\$55,000	3.94 Transfer to LIRF	\$55,000

Robert S. Surr

Diane-Marie Egan

Barbara S. Surr

Myranda C. Surr

JUNE

AGENDA

Jasper County Public Library Board of Trustees

Monday, June 9, 7:00 PM

Rensselaer

Monthly Meeting

	<u>Purpose</u>
<u>Opening of meeting</u>	
A. Moment of silence	
<u>Approval of Consent Agenda & Consent Agenda Items</u>	Action
A. Minutes (R 1)	
B. Bills/Financial Reports (F)	
C. Library Policies (R 7 - R 15)	
<u>General Business</u>	
A. Technology Project Report (R 17-R 18)	Information
B. Building problem resolution (R 18)	Action
C. Budget (R 19)	Action
D. Internet Acceptable Use Policy (R 21-R 22)	Action
<u>Director's Report</u> (R 17 - R 20)	Discussion
<u>Items for future Agendas</u>	
<u>Public Forum</u>	
<u>Adjournment</u>	

MINUTES.....May 12, 1997

Meeting of the Jasper County Public Library Board

7:00 PM

Meeting held at DeMotte Library

Present: Mary Linda Casey, Anne-Marie Egan, Barbara Leestma, Robert Souza, Lynn Daugherty

Absent: Wilbur Doty, Mary Duggleby, Pat O'Rourke

CONSENT AGENDA APPROVAL: The Video Policy was removed from the Consent Agenda. M.L. Casey will redefine a section of the policy and Policy Committee will present it at the June Meeting for approval. R. Souza moved to approve the Consent Agenda items (April Minutes, Bills/Financial Reports, Salary Ordinance, transfer of appropriation funds, Reference Policy, Audiovisual Equipment Loan Policy, Computer & Typewriter Use Policy, and Walking Books Policy) less the Video Policy. B. Leestma seconded the motion. Motion passed.

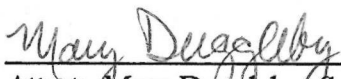
TECHNOLOGY PROJECT: Lan is installed at Rensselaer, but CD ROM towers are not. Internet is available at all staff workstations. Branches will be hooked up after Rensselaer Library is up and running. The installation of the Fortres security system is the final hurdle in making the internet available to the public. FCC is working with the telecommunications industry to make data lines for schools and libraries more affordable by offering discounts ranging from 20-90%. A teleconference at RCHS is scheduled for May 15 addressing this issue.

L. Daugherty reported that the Technology Grant money has been used. We estimate we will need to use some money from LIRF beyond what was previously authorized to properly complete the networking. A-M Egan moved, seconded by B. Leestma, to authorize spending the money necessary to finish the network for the technology project. Motion passed with R. Souza casting a nay vote.

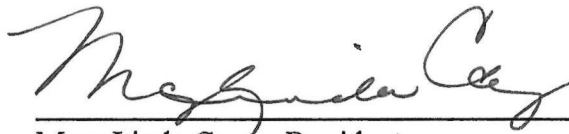
M.L. Casey suggested the library examine Lakenet as a possible information source. It can be linked to our home page and has a lot to offer to our patrons.

PROFESSIONAL MEETINGS: Board gave their approval for M. Heeke to attend the Indiana Donors Alliance workshop titled, Intro to Development Plans & Grant Proposals, on June 17th.

With no further business A-M Egan moved to adjourn. B. Leestma seconded the motion.



Attest: Mary Duggleby, Secretary



Mary Linda Casey, President

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE	1.2%	4.7%	24.4%
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END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
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Total Materials Owned	38145	49811	26609
Total Titles Owned	34970	45838	24243
Daily Avg Circulation	325	335	126

[illegible]

MONTHLY SYSTEM STATISTICS	1996	1997	% change
Circulation	19304	20434	6%

Jan. to date circulation	115796	117667	2%
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JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

May 1997

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	125	27.1	100	21.7	205	44.4	430	93.2
LOCAL HISTORY								
In person	6	1.7	8	2.3		0.0	14	4.0
Letters written		0.0	3	3.0		0.0	3	3.0
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer agreements	17	1.4	115	9.6	14	1.2	146	12.2
Computer software used	17	1.4	86	7.2	14	1.2	117	9.8
VCR Use	2	0.3	3	0.4		0.0	5	0.7
Microforms		0.0	28	3.7		0.0	28	3.7
CD ROM software used	200	16.7	114	9.5	113	9.4	427	35.6
Public use of FAX service	12	2.0	11	1.8	8	1.3	31	5.2
Typewriter use	4	0.2	2	0.1	2	0.1	8	0.4
Other equipment used		0.0		0.0		0.0	0	0.0
OTHER LIBRARY SERVICES USED								
Walking book visits	2	1.3	3	2.0		0.0	5	3.3
Notarized documents	5	1.3		0.0		0.0	5	1.3
Meeting Room Use (number of groups)	51	17.0	27	9.0	21	7.0	99	33.0
Study room use	8	0.7	25	2.1		0.0	33	2.8
Ref book/vf copies made		0.0		0.0		0.0	0	0.0
Tax forms distributed	5247	52.5	5344	53.4	3065	30.7	13656	136.6
INTERLIBRARY LOANS								
Requests made for:	27	6.8	68	17.0	9	2.3	104	26.0
Items rec'd for:	40	20.0	46	23.0	1	0.5	87	43.5
Items requested by other libraries							0	
Items supplied to other libraries		0.0		0.0		0.0	0	0.0
PROGRAMS								
Children's Programs (0-13)	38	228	28	168	10	60	76	456
Number attending	872		626		619		2117	
YA Programs (14-17)		0		0		0	0	0
Number attending							0	
Adult Programs		0	9	54	2	12	11	66
Number attending	10		57		23		90	
Senior Citizen Programs	1	6		0		0	1	6
Number attending	12						12	
TOTAL NO. OF PROGRAMS	39	234	37	222	12	72	88	528
TOTAL PERSONS ATTENDING	894		683		642		2219	
TOTAL HOURS SPENT		618.2		609.8		242.0		1470.0

CIRCULATION BY PATRON CODE
May 1997

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
Adult Male (0)	785	10.1%	870	10.6%	418	13.1%	2073	10.8%
Adult Female (1)	4855	62.3%	4297	52.3%	1838	57.6%	10990	57.3%
Juvenile 0-11 (2)	952	12.2%	1196	14.6%	357	11.2%	2505	13.1%
YA 12-17 (3)	441	5.7%	781	9.5%	256	8.0%	1478	7.7%
Nonresident No Fee (4)	139	1.8%	351	4.3%	22	0.7%	512	2.7%
Board/Staff (5)	294	3.8%	346	4.2%	242	7.6%	882	4.6%
School (6)	0	0.0%	37	0.5%	0	0.0%	37	0.2%
St. Joseph College (7)	0	0.0%	14	0.2%	0	0.0%	14	0.1%
State Library Card (8)	5	0.1%	3	0.0%	1	0.0%	9	0.0%
Nonresident Fee (9)	36	0.5%	71	0.9%	0	0.0%	107	0.6%
Corporate (10)	0	0.0%	58	0.7%	22	0.7%	80	0.4%
Reciprocal (11)	280	3.6%	187	2.3%	33	1.0%	500	2.6%
Total	7787		8211		3189		19187	
 Total items borrowed by nonresidents	 460	 5.9%	 663	 8.1%	 56	 1.8%	 1179	 6.1%

REGISTRATIONS

Borrowers--Start of month:	5737	5967	2417	14121
Borrowers--End of month:	5837	6064	2447	14348
 Non-resident, paying	 13	 18	 0	 31
PLAC card users	3	4	0	7
Reciprocal borrowers	177	100	12	289

WHEATFIELD COLLECTION

MONTH START		MONTH END		MONTH START		MONTH END		MONTH START		MONTH END				
V	T	V	T	V	T	V	T	V	T	V	T			
O	I	O	I	O	I	O	I	O	I	O	I			
L	T	L	T	L	T	L	T	L	T	L	T			
U	L	U	L	U	L	U	L	U	L	U	L			
M	E	M	E	M	E	M	E	M	E	M	E			
S	S	S	S	S	S	S	S	S	S	S	S			
												ADULT BOOKS		
10428	10043	10495	10105	11540	11204	11591	11253	8177	7852	8241	7911	Fiction		
12655	10555	12859	10733	17682	15717	17806	15832	6986	5423	7053	5481	Nonfiction		
												CHILDREN'S BKS		
7787	7520	7850	7567	9603	9169	9666	9227	5917	5731	5979	5784	Fiction		
4836	4624	4885	4665	6930	6586	6923	6583	3233	3189	3261	3213	Nonfiction		
											0	0	MAGAZINES, ADLT	
											0	0	MAGAZINES, CH	
2	2	2	2	368	155	368	155	3	3	3	3	GRAPHIC MAT'L		
0	0	0	0	0	0	0	0					0	0	MICROFORMS
1047	921	1047	921	2127	1565	2126	1565	1170	1064	1170	1064	SOUND REC,ADULT		
147	147	147	147	183	183	151	154	45	45	45	45	SOUND REC., CH		
6	3	6	3	14	9	14	9	5	5	5	5	CD ROM SOFTWARE		
4	2	4	2	87	23	87	23	112	57	112	57	SOFTWARE		
											0	0	VERTICAL FILE	
847	822	849	824	1064	1024	1078	1036	735	675	740	680	VHS		
1	1	1	1	1	1	1	1					0	0	EQUIPMENT
37760	34640	38145	34970	49599	45636	49811	45838	26383	24044	26609	24243	TOTAL		

CIRCULATION BY ITEM FINE CODE
May 1997

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	58	43	29	130
100 (1)	60	73	7	140
200 (2)	63	52	13	128
300 (3)	260	276	96	632
400 (4)	10	16	2	28
500 (5)	83	87	31	201
600 (6)	524	522	261	1307
700 (7)	229	190	76	495
800 (8)	39	81	27	147
900 (9)	170	195	71	436
B (10)	80	131	64	275
j000 (11)	3	16	0	19
j100 (12)	1	6	2	9
j200 (13)	18	9	0	27
j300 (14)	51	81	28	160
j400 (15)	4	3	1	8
j500 (16)	149	249	38	436
j600 (17)	39	85	16	140
j700 (18)	138	146	43	327
j800 (19)	6	32	11	49
j900 (20)	87	112	37	236
jB (21)	43	58	24	125
FIC (22)	1406	1620	541	3567
yaFIC (23)	29	60	34	123
LARGE PRINT (24)	82	57	28	167
jFIC (25)	298	267	89	654
jE (26)	1169	1172	407	2748
jER (27)	429	157	67	653
Magazines (28)	926	579	228	1733
Games/Toys (29)	1	10	0	11
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	116	235	78	429
jCassettes (33)	40	115	17	172
Compact Discs (34)	96	254	169	519
jCompact Discs (35)	1	6	2	9
Sound Recordings (36)	1	6	0	7
jSound Recordings (37)	2	25	0	27
CD ROM Software (38)	21	10	7	38
Vertical File (39)	130	147	5	282
Equipment (40)	1	1	0	2
yapFIC (41)	232	126	103	461
jpFIC (42)	243	144	46	433
Reference (43)	43	53	2	98
Genealogy (44)	0	0	0	0
jMagazines (45)	50	18	9	77
VHS (46)	476	840	481	1797
Computer software (47)				0
Internet usage (49)		19		19
Free reads	531	339	83	953
Puzzles				0
Talking books				0
Assignment shelf books				0
TOTAL	8438	8723	3273	20434

MEMORANDUM

CD ROM Workstation Use Policy
Study Room Use Policy
Videocassette Policy
Public Forum Policy
Sexual Harassment Policy
Reciprocal Borrowing Policy

Summary: The Policy Committee recommends approving the *Study Room Use Policy, Public Forum Policy, and Sexual Harassment Policy* as written.

It recommends that the Board approve the *Reciprocal Borrowing Policy* as written, with the exception that reciprocal borrowers be allowed to reserve books. Staff field many complaints about the present restriction. Since we have daily courier service, and we do not pay per item, there is no extra cost for us to extend this privilege.

The Committee recommends several changes in the *CD ROM Workstation Use Policy*.

1. Removing the prohibition against children under 7 years of age using the workstation without adult guidance.

We will soon have cd rom software particularly designed for very young children. The former rules were designed when our workstations did not have the security necessary to keep children from causing computer malfunctions.

2. Removing the 1 person-at-a-time limit on workstation use.

Patrons often work on an assignment in small groups. The original restriction was to keep noisy groups of children from forming. Staff now feels it is better to allow children to work in groups, and address the noise problem when it arises.

3. Change the wording on what cd rom's may be used on the cd rom workstations.

Wording needs to be changed because different cd rom's may be accessible at different workstations, and to rule out playing circulating cd rom's on library workstations.

Mounting a cd rom title on a workstation is a complicated process, as is erasing it from the workstation afterwards. We are following the guidelines of other libraries when we say we will not allow this, because we do not have staff to devote time to this project.

The committee recommends changing the *Video Cassette Policy* to address concerns expressed at the last board meeting about student video loans for classroom purposes. Extended loans (#4) have been broadened to include students as has the privilege of reserving a video for a specific date (if reserved within a few days of the date needed).

Vote: To approve the above policies as written, with the changes in the Reciprocal Borrowing Policy, CD ROM Workstation Use Policy and Video Cassette Policy as recommended by the Policy Committee.

Study Room Use Policy

Study rooms are provided in the DeMotte and Rensselaer libraries primarily for persons working on group projects or in other situations when interaction between people might cause disruption in open areas of the library.

Only adults and students in the 6th grade and above may use the study room. Younger children may use the room when an adult is also present in the room.

The study room may not be used for profit-making or socializing purposes.

Food is not permitted in the study room.

6/94; reviewed 6/95; revised 6/96

Public Forum Policy

The JCPL Board will conduct its meetings in compliance with the state Open Doors Law with board meetings open for public observation and recording. While not required by law to allow the public to speak at meetings, the Board values the ideas and insights of constituents and will allow 15 minutes of each meeting for a public forum.

Persons will be allowed to speak only if they have completed the form shown below and returned it to the Director or a board member prior to the convening of the meeting.

The board president will divide the 15-minute forum segment by the number of persons who have requested to speak to determine the amount of time allocated to each person. The board president will then call on those persons one at a time to stand and address the board for no more than the allocated time.

The Board will not respond at this meeting to questions, requests for information or requests for action. Appropriate response may be made at a later time after board members have sufficient opportunity to consider and deliberate on the issue.

Constituents will not be allowed to comment during other portions of the board meeting unless comments are specifically requested by the Board. Board members are always anxious to hear from constituents outside the meeting.

6/94; reviewed 6/95; 6/96

SEXUAL HARASSMENT

The Jasper County Public Library prohibits offensive or inappropriate sexual behavior at work. All employees must avoid any action or conduct which could be viewed as sexual harassment.

A charge of sexual harassment shall be taken very seriously by the Library, and any employee who is found to have made such a charge falsely or in bad faith will be disciplined, which may include the employee's termination.

While it is not possible to list all types of sexual harassment, they shall include:

- unwelcome sexual advances
- requests for sexual favors
- other verbal or physical contact of a sexual nature
- offensive sexual remarks
- sexual propositions
- offensive sexual flirtations
- display of sexually suggestive objects or pictures
- verbal comments about an individual's body
- sexually suggestive or offensive dress

The prohibition on sexual harassment applies not only in situations which are male to female, but also female to male, male to male, or female to female.

If the harassed employee is uncomfortable confronting the alleged harasser, if the situation persists after confrontation with the alleged harasser, or if the harassment is of a very serious nature s/he should bring the problem to the attention of his or her supervisor.

This is true of harassment of or by a patron as well as harassment by a co-worker.

The supervisor is then to immediately contact the Director of the Library. In the event an employee is for any reason uncomfortable in approaching his or her supervisor about the problem, the employee should contact the Director directly. If the alleged harasser is the Director, the employee or his or her supervisor should contact the Library Board.

All complaints of harassment shall be investigated by the Director in a timely fashion. Although the Library will take reasonable steps to maintain the confidentiality of any complaint, the Library cannot give assurances that confidentiality can be maintained in all cases, because the accused party will be given the opportunity to respond to any complaint.

The Library prohibits sexually harassing conduct in the workplace and will take appropriate corrective action against those who violate this policy, up to and including termination of employment.

Harassing patrons may be banned from the library and local law enforcement officials may be contacted.

6/94; reviewed 6/95; revised 6/96

RECIPROCAL BORROWING POLICY

To obtain a free JCPL borrower's card, a reciprocal borrower must show a valid resident library card from a library which participates in the Reciprocal Borrowing Program.

Borrowing privileges are restricted to books and magazines *only*. Materials such as videos, cd's and equipment may not be borrowed.

PC's: Reciprocal borrowing cards do not authorize such patrons to use JCPL library word processing PC's. PC's providing public access to the library's CD ROM software and OPAC will be available to reciprocal borrowers.

In-house library use: Reciprocal borrowers as well as any other visitors to the library are offered free *in-house* use of the library's books and other information sources.

Omit:

Reserves: Reciprocal borrowers may not reserve books.

Interlibrary/intralibrary loan: We will intralibrary loan books and magazines for reciprocal borrowers. For interlibrary loans from other libraries, reciprocal borrowers must go to their own library.

Adopted 6/96

VIDEO CASSETTE POLICY

1. Borrower must be a registered JCPL library user in good standing.
2. Borrower must be 18 years of age or older.
3. Loan period will be two days including Sundays and holidays with no renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open.
4. An extended loan period of 1 week with no renewals is allowed for educational *purposes* and *for* civic organizations. Civic organizations may obtain an extended loan only on videos which have been cleared for public performance.
5. Each person may borrow only two (2) video cassettes which he/she must return before borrowing others.
6. Fines will be \$1.00 per day per title returned after due date.
7. No reserves will be taken on video cassettes except in the following situations: A teacher *or student* wishing to use a video in an educational setting may reserve the video for a specific date. *For student reserves, verification from a teacher may be required.* Other group leaders wishing to use a video *which has been cleared for public performance* may also reserve a video for a specific date.

Adopted 5/94; reviewed 5/95; revised 5/96
Draft 5/97

CD ROM Workstation Use Policy

The CD-ROM workstations are available for use by all patrons, on a first-come, first-served basis. *[Delete: Children under 7 years of age may use the workstations only when accompanied by a parent or guardian.]*

To allow all patrons an opportunity to use these computers, usage must be limited to 15 minutes if others are waiting.

[Delete: Only one (1) person at a time may use the workstation (except by special permission).]

Only library owned CD-ROM's may be used on the workstation.

Change above sentence to read: Only the CD-ROM's specified at each workstation are available for use in the library.

The first five print-outs are free of charge. Additional pages cost 10 cents each.

Headphones are available for use. The volume of audio programs must be kept low enough that other patrons are not disturbed.

Computers are sensitive pieces of equipment and must be handled with care. No abuse of equipment or software will be tolerated. Loss or damage to the workstations, peripheral equipment or library software will be paid for by the user.

Library staff have the right to restrict usage for those people who cannot abide by the regulations of the library and the specific rules for use of the computers .

Jasper County Public Library Internet Acceptable Use Policy Agreement

The Internet is a network of networks, changing constantly, making a wealth of information available to users. The Jasper County Public Library (JCPL) Internet access is offered to give free, open and equal access to ideas and information.

JCPL has the right to set and enforce rules and regulations concerning the use of the Internet access and to change those rules at any time, without notice.

The user agrees to abide by the following agreements and statements:

1. Because the Internet provides access to networks around the world, users (and parents of users, if user is under 18 years of age) specifically understand that JCPL has no control over the content of information residing on the Internet. The Library specifically denies any responsibility for the accuracy or quality of information obtained through its service.

Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should monitor usage of the system.

2. JCPL makes no warranties, expressed or implied, for the service it is providing. The Library will not be responsible for any damages suffered, including lost data, information or income.
3. JCPL's public Internet workstations are not to be used to access the user's e-mail, nor to access newsgroups, BBS's, Usenet groups, or chatrooms.
4. Users must refrain from inappropriate Internet conduct. Examples of inappropriate conduct include but are not limited to:
 - use of the Internet to violate any local, state or federal statute
 - use of the network to send, receive or display text or graphics that may be reasonably construed as obscene or offensive
 - use of the network for solicitation, advertisement, or for any other commercial purposes.
 - engaging in harassing behavior such as sending or posting slanderous, libelous, or threatening messages
 - other activities that could interfere with or disrupt network users, services, or equipment

5. Because the library is a public place, staff has the authority to end an Internet session when inappropriate material displays on the screen.
6. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice or hearing, for abusive conduct or violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Acceptable Use Policy.
7. All communications and information accessible via the network should be assumed to be private property. Copyright restrictions may not be violated.
8. The Library reserves the right to limit the amount of time users may spend online
9. Users of the Internet have access to thousands of networks. Each network or system has its own set of policies and procedures. Actions which are routinely allowed on one network/system may be controlled, or even forbidden, on other networks. It is the user's responsibility to abide by the policies and procedures of these other network/systems.

In consideration for the privilege of using JCPL's Internet access, and for having access to the information contained on the Internet, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.

2/96; revised 2/97; 6/97

JCPL FINANCIAL STATEMENT

MAY 1997

	<u>Beginning 1997 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$428,405.17	\$391,679.73	\$407,461.20	\$102,469.80	\$408,521.91	\$427,344.46
Investments \$293,100.00						
Public Library Access Card Fund	\$40.00	\$0.00	\$84.00	\$0.00	\$103.00	\$21.00
Gift Fund	\$2,694.83	\$0.00	\$1,021.37	\$301.97	\$865.93	\$2,850.27
DeMotte	\$905.58	\$0.00	\$115.00	\$0.00	\$34.95	\$985.63
Rensselaer	\$1,019.55	\$0.00	\$859.00	\$301.97	\$757.26	\$1,121.29
Wheatfield	\$769.70	\$0.00	\$47.37	\$0.00	\$73.72	\$743.35
Bond & Interest Redemption Fund	\$96,902.46	\$135,452.65	\$135,452.65	\$0.00	\$0.00	\$232,355.11
Investments \$231,900.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$1,280.88	\$355.67	\$1,280.88	\$0.00
Library Improvement Reserve Fund	\$69,841.66	\$286.11	\$1,294.18	\$0.00	\$0.00	\$71,135.84
Investments \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund	\$1,471.65	\$0.00	\$0.00	\$0.00	\$1,389.10	\$82.55
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$376.80	\$0.00	\$290.50	\$90.00	\$572.92	\$94.38
Indiana Technology Grant Fund	\$0.00	\$24,466.83	\$34,203.55	\$24,466.83	\$34,203.55	\$0.00
State Technology Grant 1997	\$0.00	\$3,491.17	\$3,522.67	\$3,491.17	\$3,522.67	\$0.00
Construction Fund	\$9,263.77	\$44.23	\$307.04	\$1,802.66	\$1,732.65	\$7,838.16
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
State Tax Collected	\$0.00	\$0.00	\$0.00	(\$41.06)	(\$1,509.26)	\$1,509.26
County Tax Collected	\$0.00	\$0.00	\$0.00	(\$12.09)	(\$437.96)	\$437.96
Employee Health Insur.	\$328.78	\$0.00	\$0.00	\$4.51	(\$136.82)	\$465.60
Employee P.E.R.F.	\$2,991.93	\$0.00	\$0.00	(\$1,150.82)	\$715.42	\$2,276.51
TOTAL ALL FUNDS.....	\$612,517.05	\$555,420.72	\$584,918.04	\$131,578.64	\$450,823.99	\$746,611.10

----- BANK ACCOUNT BALANCES FOR -----
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
30 May 97

1.	BANK ONE CHECKING	47254.20
2.	BANK ONE-CONSTRUCTION FUND SAV	7838.16
3.	BANK ONE-LIRF	71135.84
4.	PEOPLES STATE BANK	83287.49
5.	DEMOTTE STATE BANK	12095.41
6.		.00
7.		.00
8.		.00
9.		.00
10.		.00
11.		.00
12.	INDIANA FEDERAL CD#9100174254	325000.00
13.	PEOPLES STATE BANK CDs (1)	200000.00
14.		.00
15.		.00
TOTAL ALL BANK ACCOUNTS		746611.10

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 30 May 97

DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
16 JUN 97	30000284	PEOPLES STATE	181 DAYS	200000.00	5.55	OP-103100;B	17 DEC 96	.00	
27 JUN 97	9100174254	INDIANA FEDER	45 DAY	325000.00	5.55	OP-190000;B	13 MAY 97	.00	
--TOTALS--				525000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 30 May 97

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
16 JAN 97	30000286	PEOPLES STATE	30 DAY	125000.00	5.30	OPERATING	17 DEC 96	544.52	
14 FEB 97	30000285	PEOPLES STATE	62 DAY	125000.00	5.55	OPERATING	17 DEC 96	1178.42	
--TOTALS--				250000.00				1722.94	

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 30 May 97

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	41912.00	3458.00	17224.13	24687.87	41.1
1.12	SALARY OF ASSISTANTS	492774.78	39487.37	188472.79	304301.99	38.2
1.13	WAGES OF JANITORS	36366.75	2423.53	11735.78	24630.97	32.3
1.21	EMPLOYER'S SHARE-FICA	43689.74	3470.76	16633.60	27056.14	38.1
1.22	UNEMPLOYMENT COMPENSATION	3104.00	.00	1884.22	1219.78	60.7
1.23	EMPLOYER'S CONTRIB.- PERF	24150.00	.00	11433.60	12716.40	47.3
1.24	EMPLOYER'S CONTRIB.- INS.	16200.00	356.02	2479.47	13720.53	15.3
1.31	OTHER PERSONAL SERVICES	1000.00	.00	152.36	847.64	15.2
2.11	OFFICIAL RECORDS	1000.00	378.73	397.00	603.00	39.7
2.12	STATIONERY AND PRINTING	700.00	.00	564.00	136.00	80.6
2.13	OTHER OFFICE SUPPLIES	5200.00	406.65	1463.47	3736.53	28.1
2.21	CLEANING & SANITATION SUPPLIES	4000.00	417.83	1355.43	2644.57	33.9
2.22	FUEL, OIL & LUBRICANTS	20.00	2.37	2.37	17.63	11.9
2.23	OTHER OPERATING SUPPLIES	4200.00	.00	478.55	3721.45	11.4
2.31	BUILDING MATERIALS & SUPPLIES	700.00	.00	494.95	205.05	70.7
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	.00	200.00	.0
2.33	REPAIR PARTS	500.00	41.22	147.50	352.50	29.5
2.41	LIBRARY SUPPLIES	4500.00	637.47	2233.34	2266.66	49.6
2.42	AUTOMATION SUPPLIES	4300.00	1011.00	1011.00	3289.00	23.5
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	157.50	652.50	597.50	52.2
3.14	OTHER PROFESSIONAL SERVICES	9400.00	807.75	1450.57	7949.43	15.4
3.21	TELEPHONE	12000.00	985.32	4853.52	7146.48	40.4
3.22	POSTAGE	6650.00	784.19	2577.70	4072.30	38.8
3.23	TRAVELING EXPENSE	4500.00	662.75	1394.35	3105.65	31.0
3.24	PROFESSIONAL MEETINGS	6200.00	525.50	1761.63	4438.37	28.4
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17621.00	946.18	4730.70	12890.30	26.8
3.31	ADVERTISING & PUBLIC NOTICES	900.00	33.94	330.30	569.70	36.7
3.32	OTHER PRINTING	150.00	.00	.00	150.00	.0
3.41	OFFICIAL BONDS	250.00	50.00	50.00	200.00	20.0
3.42	OTHER INSURANCE	18000.00	10132.00	10142.00	7858.00	56.3
3.51	GAS	27000.00	1129.68	15329.36	11670.64	56.8
3.52	ELECTRICITY	51000.00	930.40	15334.13	35665.87	30.1
3.53	WATER	1000.00	74.90	325.00	675.00	32.5
3.54	WASTE DISPOSAL SERVICES	2500.00	168.02	968.50	1531.50	38.7
3.61	BUILDING & STRUCTURES	34026.50	43.13	9625.25	24401.25	28.3
3.62	EQUIPMENT	4000.00	904.03	1501.53	2498.47	37.5
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	129.75	95.25	57.7
3.91	DUES	2100.00	.00	950.00	1150.00	45.2
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	.00	.00	.00	.00	.0
3.95	SERVICE CONTRACTS	9400.00	938.50	3693.32	5706.68	39.3
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	30000.00	99.00	1855.00	28145.00	6.2
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	97000.00	7399.71	7953.37	89046.63	8.2
4.51	BOOKS	137000.00	10822.42	39938.49	97061.51	29.2
4.52	PERIODICALS & NEWSPAPERS	36700.00	12196.12	16688.95	20011.05	45.5
4.53	NONPRINTED MATERIALS	33300.00	577.86	8122.43	25177.57	24.4
	-TOTAL-	1226859.77	102469.80	408521.91	818337.86	33.3

CHANGES TO APPROPRIATION REPORT
DATE 30 May 97

Fund/Account No	Date	Amount	Explanation
100-1.12	02 Jan 97	24357.78	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.13	02 Jan 97	2775.75	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.21	02 Jan 97	2078.74	ENCUMBERED FUNDS/BD.ACTION 12-96
100-3.61	08 Apr 97	26.50	REIMBURSE FOR TRASH GATE REPAIR
100-3.94	21 May 97	-55000.00	PER BD.RESOLUTION-5/12/97
100-4.4	21 May 97	55000.00	PER BD.RESOLUTION-5/12/97
100-4.52	13 Feb 97	-3300.00	PER BOARD APPROVAL-2/11/97 MTG.
100-4.53	13 Feb 97	3300.00	PER BOARD APPROVAL-2/11/97 MTG.
155-3.21	30 Apr 97	-1.00	OVERAPPROPRIATED FUND
180-3.14	15 Jan 97	131.92	INTEREST EARNED 4th QUARTER 1996
180-3.14	30 Apr 97	130.89	INTEREST EARNED 1st QTR.1997
180-3.14	30 May 97	44.23	INTEREST EARNED MAY 1997

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----

30 May 97

CONSTRUCTION FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.14	OTHER PROFESSIONAL SERVICES	.00	307.04	909.55	.00	900.00	9.55
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	430.00	-430.00
4.4	FURNITURE & EQUIPMENT	9991.26	.00	9991.26	1602.66	1732.65	8258.61
	-TOTAL-	9991.26	307.04	10900.81	1602.66	3062.65	7838.16

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 May 97

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
EFT DEBIT	00722	INDIANA DEPARTMENT OF REVENUE	1894.07	09 MAY 97	STATE & COUNTY TAX WITHHELD- VERIFICATION #35;REF. #91388 5/9/97 @ 10:35 A.M. cst
FED. EFT	00772	INTERNAL REVENUE SERVICE CEN	5855.16	23 MAY 97	FED & FICA TAXES WITHHELD 23 EFT #03695619, TRANSFER 5/27
BANK DEBIT	00724	PEOPLES STATE BANK	16.60	09 MAY 97	DEPOSIT SLIPS
FED. EFT	00723	INTERNAL REVENUE SERVICE CEN	5668.35	09 MAY 97	FED. & FICA TAXES WITHHELD 9 EFT #03238230, TRANSFER 5/12
006341	00620	MARLENE BEEDLE	461.62	09 MAY 97	PAYROLL
006342	00628	YVONNE J. BEEVER	802.47	09 MAY 97	PAYROLL
006343	00630	BELSTRA, COURTNEY B.	58.05	09 MAY 97	PAYROLL
006344	00613	GLENDA BROWN	622.69	09 MAY 97	PAYROLL
006345	00616	RENEE CARR	432.29	09 MAY 97	PAYROLL
006346	00634	VALERIE A. COLVIN	283.62	09 MAY 97	PAYROLL
006347	00615	LYNN DAUGHERTY	929.78	09 MAY 97	PAYROLL
006348	00619	JULIE EISELE	531.24	09 MAY 97	PAYROLL
006349	00608	CHARLOTTE FAGEN	723.38	09 MAY 97	PAYROLL
006350	00633	STEPHANIE D. FILSON	456.63	09 MAY 97	PAYROLL
006351	00631	HEEKE, MICHELLE M.	889.44	09 MAY 97	PAYROLL
006352	00637	SANDRA L. HESTERMAN	235.85	09 MAY 97	PAYROLL
006353	00618	ROSE E. HOWARD	459.50	09 MAY 97	PAYROLL
006354	00621	GAIL M. JUNG	707.31	09 MAY 97	PAYROLL
006355	00627	ANGELA M. KARCH	120.68	09 MAY 97	PAYROLL
006356	00614	DIANA KOBY	438.75	09 MAY 97	PAYROLL
006357	00611	JOAN KOPANDA	460.26	09 MAY 97	PAYROLL
006358	00612	KROS, DIANE	643.37	09 MAY 97	PAYROLL
006359	00644	RAE ANN LANOUÉ	79.15	09 MAY 97	PAYROLL
006360	00642	KAREN R. LEICHTY	157.03	09 MAY 97	PAYROLL
006361	00623	SHARON K. LEWIS	116.20	09 MAY 97	PAYROLL
006362	00639	KRISTINE L. MAYS	311.38	09 MAY 97	PAYROLL
006363	00640	MOONEY, LOREILENE M.	96.97	09 MAY 97	PAYROLL
006364	00632	DIANE M. OPOLSKI	387.96	09 MAY 97	PAYROLL
006365	00635	JACKIE REAGAN	540.94	09 MAY 97	PAYROLL
006366	00629	LISA RUSHER	435.47	09 MAY 97	PAYROLL
006367	00609	SHARON SCHULENBERG	584.33	09 MAY 97	PAYROLL
006368	00625	JACK STANDISH	289.88	09 MAY 97	PAYROLL
006369	00610	JILL TACHTIRIS	601.08	09 MAY 97	PAYROLL
006370	00638	VIRGINIA VIS	110.82	09 MAY 97	PAYROLL
006371	00641	VIRGINIA L. VIS	180.37	09 MAY 97	PAYROLL
006372	00636	SUSAN M. WAKELAND	108.42	09 MAY 97	PAYROLL
006373	00622	WEBSTER, RACHAEL D.	459.46	09 MAY 97	PAYROLL
006374	00617	WHITED, AMBER	331.76	09 MAY 97	PAYROLL
006375	00626	MARGARET M. WOODS	582.05	09 MAY 97	PAYROLL
006376	00643	CAROL YEOMAN	617.14	09 MAY 97	PAYROLL
006377	00624	LEANNE YORK	901.14	09 MAY 97	PAYROLL
006378	00739	MARLENE BEEDLE	447.20	23 MAY 97	PAYROLL
006379	00747	YVONNE J. BEEVER	802.47	23 MAY 97	PAYROLL
006380	00749	BELSTRA, COURTNEY B.	96.74	23 MAY 97	PAYROLL

REGISTER OF CLAIMS
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208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
30 May 97

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
006381	00732	GLEND A BROWN	569.74	23 MAY 97	PAYROLL
006382	00735	RENEE CARR	486.34	23 MAY 97	PAYROLL
006383	00753	VALERIE A. COLVIN	275.25	23 MAY 97	PAYROLL
006384	00734	LYNN DAUGHERTY	929.78	23 MAY 97	PAYROLL
006385	00738	JULIE EISELE	531.24	23 MAY 97	PAYROLL
006386	00727	CHARLOTTE FAGEN	723.38	23 MAY 97	PAYROLL
006387	00752	STEPHANIE D. FILSON	416.62	23 MAY 97	PAYROLL
006388	00750	HEEKE, MICHELLE M.	889.44	23 MAY 97	PAYROLL
006389	00756	SANDRA L. HESTERMAN	293.89	23 MAY 97	PAYROLL
006390	00737	ROSE E. HOWARD	543.57	23 MAY 97	PAYROLL
006391	00740	GAIL M. JUNG	707.31	23 MAY 97	PAYROLL
006392	00746	ANGELA M. KARCH	102.98	23 MAY 97	PAYROLL
006393	00761	ERIN C. KINGMAN	91.97	23 MAY 97	PAYROLL
006394	00733	DIANA KOORY	438.75	23 MAY 97	PAYROLL
006395	00730	JOAN KOPANDA	457.02	23 MAY 97	PAYROLL
006396	00731	KROS, DIANE	629.50	23 MAY 97	PAYROLL
006397	00763	RAE ANN LANOUVE	92.35	23 MAY 97	PAYROLL
006398	00760	KAREN R. LEICHTY	133.96	23 MAY 97	PAYROLL
006399	00742	SHARON K. LEWIS	135.56	23 MAY 97	PAYROLL
006400	00758	KRISTINE L. MAYS	346.36	23 MAY 97	PAYROLL
006401	00751	DIANE M. OPOLSKI	347.95	23 MAY 97	PAYROLL
006402	00754	JACKIE REAGAN	677.35	23 MAY 97	PAYROLL
006403	00748	LISA RUSHER	515.49	23 MAY 97	PAYROLL
006404	00728	SHARON SCHULENBERG	584.33	23 MAY 97	PAYROLL
006405	00744	JACK STANDISH	287.33	23 MAY 97	PAYROLL
006406	00764	PATRICIA STRINGFELLOW	184.97	23 MAY 97	PAYROLL
006407	00729	JILL TACHTIRIS	628.25	23 MAY 97	PAYROLL
006408	00765	LINDA THOMPSON	19.77	23 MAY 97	PAYROLL
006409	00757	VIRGINIA VIS	129.29	23 MAY 97	PAYROLL
006410	00759	VIRGINIA L. VIS	180.37	23 MAY 97	PAYROLL
006411	00755	SUSAN M. WAKELAND	83.11	23 MAY 97	PAYROLL
006412	00741	WEBSTER, RACHAEL D.	559.11	23 MAY 97	PAYROLL
006413	00736	WHITED, AMBER	331.76	23 MAY 97	PAYROLL
006414	00745	MARGARET M. WOODS	582.05	23 MAY 97	PAYROLL
006415	00762	CAROL YEOMAN	617.14	23 MAY 97	PAYROLL
006416	00743	LEANNE YORK	901.14	23 MAY 97	PAYROLL
015812	00645	INDIANA DEFERRED COMPENSATIO	567.08	09 MAY 97	WITHHELD FROM PAYROLL 09 MAY
015813	00646	TOWN OF DEMOTTE	40.72	09 MAY 97	DAUGHERTY,KOORY,KOPANDA,SCHUL
015814	00647	TOWN OF WHEATFIELD SEWER WOR	41.05	09 MAY 97	SEWER SERVICE MAR 97- DEMOTT
015815	00648	A.E. BOYCE CO., INC.	378.73	12 MAY 97	SEWER SERVICE- MAY 97-WHEATF
015816	00649	ACORDIA PERSONAL BENEFITS, I	525.17	12 MAY 97	VENDOR CHECKS #15,851 & UP(1
015817	00650	AFFORDABLE COMMUNICATIONS	188.50	12 MAY 97	QUARTERLY PREMIUM;HEEKE, JUN
015818	00651	AMBER WHITED	28.80	12 MAY 97	MOVED EXTENSION,INSTALLED NE
015819	00652	AMERICAN LIBRARY ASSOCIATION	69.50	12 MAY 97	MILEAGE
015820	00653	AMERICAN MANAGEMENT ASSOCIAT	145.00	12 MAY 97	BOOKLIST SUBSCRIPTION TO 6/9
015821	00654	ASSOCIATED LIBRARIES, INC.	3338.65	12 MAY 97	SUPERVISING OFF-SITE EMPL;DA
015822	00655	AVC CORPORATION	99.00	12 MAY 97	BOOKS
					MAY FIN. COMPUTER SERVICE CO

REGISTER OF CLAIMS

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

30 May 97

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015823	00656	BAKER & TAYLOR	5899.78	12 MAY 97	BOOKS
015824	00657	BARNES & NOBLE	105.94	12 MAY 97	BOOKS
015825	00658	BETTY A. HUFF (PAS-TIME BOO	436.85	12 MAY 97	BOOKS
015826	00659	BLACK MAGAZINE AGENCY	11714.95	12 MAY 97	ANNUAL SUBSCRIPTIONS
015827	00660	BRODART CO.	166.55	12 MAY 97	MAGAZINE DISPLAY WALL RACK
015828	00661	CAROL YEOMAN	13.20	12 MAY 97	MILEAGE
015829	00662	CHARLOTTE FAGEN	228.06	12 MAY 97	SUMMER READING SUPPLIES, MIL
015830	00663	CHICAGO TRIBUNE	96.00	12 MAY 97	SUBSCRIPTION 3/31/97-9/28/97;
015831	00664	CONSOLIDATED INSURANCE AGENC	50.00	12 MAY 97	NOTARY BOND 4/11/97-4/10/99;
015832	00665	DAVIDSON TITLES INC.	6.20	12 MAY 97	BOOK
015833	00666	DEMCO	283.60	12 MAY 97	BOOKS, BINDER TAPE, RESERVE
015834	00667	DIANE KROS	16.80	12 MAY 97	MILEAGE
015835	00668	DIVERSITY UNIFORMS	6.95	12 MAY 97	NAME BADGE (1)
015836	00669	DUMAS & MORIARTY	157.50	12 MAY 97	LEGAL CONSULTATIONS
015837	00670	EDUCATORS PROGRESS SERVICE,	85.80	12 MAY 97	BOOKS
015838	00671	ELLISON EDUCATIONAL EQUIPMEN	519.75	12 MAY 97	LETTER MACHINE, RACK & 6 DIE C
015839	00672	FILIP INC.	30.18	12 MAY 97	COMET W/BLEACH
015840	00673	GAIL JUNG	13.40	12 MAY 97	WHEATFIELD PETTY CASH
015841	00674	GAIL JUNG	51.70	12 MAY 97	RENSSELAER PETTY CASH
015842	00675	GAYLORD BROS.	1104.41	12 MAY 97	BK. PRESS, OVERDUE MAILERS &
015843	00676	GREATLINE COMMUNICATIONS	16480.84	12 MAY 97	NETWORK WIRING & EQUIPMENT, D
015844	00677	GROLIER PUBLISHING COMPANY	173.84	12 MAY 97	BOOKS
015845	00678	GTE DIRECTORIES DISTRIBUTION	238.58	12 MAY 97	TELEPHONE BOOKS (12)
015846	00679	HAMSTRA BUILDERS, INC.	43.13	12 MAY 97	REPAIR ROOF, RE-INSTALL GUTTE
015847	00680	HERITAGE OFFICE PRODUCTS, IN	224.26	12 MAY 97	SIGN, LG. BANDS, CALCULATOR & D
015848	00681	HIGHSMITH CO. INC.	223.22	12 MAY 97	BINDERS, VISIBLE CARD BOOK
015849	00725	JASPER COUNTY PUBLIC LIBRARY	55000.00	13 MAY 97	TO PURCHASE 45 DAY CD
015851	00682	HP PRODUCTS CORP.	388.05	12 MAY 97	HAND SOAP, TP, VACUUM HOSE, M-F
015852	00683	H. W. WILSON COMPANY	220.00	12 MAY 97	READERS GUIDE SUBSC. 7/97-6/
015853	00684	INCOLSA	100.00	12 MAY 97	ADV. INTRO TO MICROCOMPUTERS-
015854	00685	INCOLSA	35.00	12 MAY 97	BUDGET WORKSHOP-5/29, LAKE C
015855	00686	INDIANA BASKETBALL HALL OF F	30.00	12 MAY 97	MAGAZINE SUBSC.-3 YR-RENS.
015856	00687	INFORMATION & RECORDS ASSOC.	430.53	12 MAY 97	MICROFICHE REPAIRS-RENS.
015857	00688	INGRAM	122.49	12 MAY 97	BOOKS
015858	00689	JACKIE REAGAN	15.60	12 MAY 97	MILEAGE
015859	00690	JULIE EISELE	74.40	12 MAY 97	MILEAGE-ILF
015860	00691	LDDS WORLD COM	843.24	12 MAY 97	DATA LINES & LONG DIST. CALLS
015861	00692	LYNN DAUGHERTY	312.71	12 MAY 97	MILEAGE, BOOK, PROF. MTGS.
015862	00693	MANUFACTURERS' NEWS, INC.	114.95	12 MAY 97	BOOKS
015863	00694	M W INSURANCE AGENCY	10132.00	12 MAY 97	BUILDING POLICY-4/16/87 TO 4
015864	00695	NCAP	6.50	12 MAY 97	VERTICAL FILE MATERIALS
015865	00696	NETNITCO	67.50	12 MAY 97	INTERNET SERVICE MAY 97
015866	00697	NORTHWESTERN INDIANA TELEPHO	150.07	12 MAY 97	TELEPHONE SERVICE MAY 97-DEM
015867	00698	OFFICE DEPOT	129.99	12 MAY 97	CORDLESS PHONE-DEMOTTE
015868	00699	PAT DAY	150.00	12 MAY 97	REPTILE PROG./SUMMER READING
015869	00700	PATRICK OATIS	330.00	12 MAY 97	INTERMEDIATE SIGN LANGUAGE C
015870	00701	PAULA RAMOS	200.00	12 MAY 97	SUMMER READING/STORYTELLER-D
015871	00702	PERSONNEL CONCEPTS LIMITED	34.80	12 MAY 97	LABOR LAW POSTERS

REGISTER OF CLAIMS
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208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
30 May 97

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015872	00703	PEN PRODUCTS	985.52	12 MAY 97	DESK & CHAIR- T.S./RENS BLDG
015873	00704	POSTMASTER GENERAL	760.00	12 MAY 97	2000;.32/200;.50/20;\$1.00
015874	00705	QUALITY BOOKS INC.	178.67	12 MAY 97	A.V.
015875	00706	QUILL	493.80	12 MAY 97	ENVELOPES,ART PAPER,RIBBONS
015876	00707	READER'S DIGEST ASSOCIATION	44.92	12 MAY 97	MAGAZINE RENEWAL-7/97-6/98-R
015877	00708	RECORDED BOOKS INC.	388.40	12 MAY 97	AUDIOCASSETES
015878	00709	REED REFERENCE PUBLISHING	264.29	12 MAY 97	BOOKS IN PRINT SUPP.1996-97-
015879	00710	REGENT BOOK CO., INC..	40.15	12 MAY 97	BOOKS
015880	00711	RENSSELAER REPUBLICAN	138.19	12 MAY 97	CLASSIFIED AD-PAGE;NEWSPAPER
015881	00712	ROORDA INTERIORS	125.00	12 MAY 97	ROCKING CHAIR REPAIR-DEMOTTE
015882	00713	SECURITY COURIERS CORP.	938.50	12 MAY 97	TRANSPORT SERVICE 4/4/97-5/2
015883	00714	SPRINT PUBLISHING & ADVERTIS	56.25	12 MAY 97	TELEPHONE BOOKS
015884	00715	T.J. PUBLISHERS, INC.	25.67	12 MAY 97	SIGN LANGUAGE BOOK/WORKSHOP
015885	00716	TEETERS CULLIGAN	34.70	12 MAY 97	MAY WATER COOLER RENTAL & WA
015886	00717	THINK TANK INFORMATION SYSTE	18580.65	12 MAY 97	NETWORKING;INTERNET;MONITORS
015887	00718	TIMESTEP PLAYERS	457.75	12 MAY 97	SUMMER PROGRAM-DEM (6/17);WH
015888	00719	TYSEN'S COUNTRY GROCERY, INC	41.81	12 MAY 97	CH.PROG.SUPPLIES;CLEANING SU
015889	00720	WAL-MART STORES, INC.	13.96	12 MAY 97	SURGE PROTECTOR
015890	00721	YVONNE BEEVER	132.15	12 MAY 97	MILEAGE, IUPUI WORKSHOP, PAR
015891	00726	JASPER COUNTY PUBLIC LIBRARY	270000.00	13 MAY 97	TO PURCHASE 45 DAY CD
015892	00766	CITY OF RENSSELAER	1831.78	09 MAY 97	APRIL UTILITIES-RENS. LIB.
015893	00767	INDIANA DEFERRED COMPENSATIO	567.08	09 MAY 97	WITHHELD FROM 25 MAY 97 PAYR DAUGHERTY,KOBY,KOPANDA,SCHUL
015894	00768	INDIANA DONORS ALLIANCE	49.00	09 MAY 97	INTRO TO DEVELOP.PLANS & GRA -HEEKE, 6/17/97
015895	00769	NIPSCO	364.70	09 MAY 97	WHEATFIELD UTILITIES-4/11-5/
015896	00770	UNITED TELEPHONE COMPANY	870.69	09 MAY 97	RENS & WHEATF.TELEPHONE & DA
015897	00771	INCOLSA	160.00	09 MAY 97	5/27 & 6/3 INTRO/WINDOWS 95-

--TOTAL AMOUNT OF CLAIMS-- 456578.64

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MAY 31, 1997

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES.....			\$2,095.40	\$11,066.37
DeMotte	\$805.10	\$4,020.03		
Rensselaer	\$943.89	\$5,035.10		
Wheatfield	\$340.41	\$2,011.24		
PHOTOCOPIES.....			\$588.83	\$3,294.96
DeMotte	\$222.35	\$1,269.95		
Rensselaer	\$283.70	\$1,569.83		
Wheatfield	\$82.78	\$455.18		
CARDS.....			\$40.00	\$389.00
DeMotte	\$12.00	\$162.00		
Rensselaer	\$16.00	\$175.00		
Wheatfield	\$12.00	\$52.00		
COMPUTER DISKS.....			\$0.00	\$2.10
INTEREST.....			\$124.39	\$2,895.88
TAXES.....			\$388,828.11	\$388,828.11
Property Tax	\$215,729.61	\$215,729.61		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Local Option/Certified Shares	\$154,414.00	\$154,414.00		
Local Option/Property Tax Repl.	\$18,684.50	\$18,684.50		
State Distribution	\$0.00	\$0.00		
REFUNDS.....			\$3.00	\$984.78
Outstanding check (Town/Demotte)	\$0.00	\$18.72		
Sale/Card Catalog/Auction	\$0.00	\$867.26		
Fix Trash Gate Post (Custom Lawn	\$0.00	\$26.50		
Sidewalk caulking (Peggy Woods)	\$0.00	\$69.30		
Postage	\$3.00	\$3.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$391,679.73	\$407,461.20
PLAC FUND.....			\$0.00	\$84.00
GIFT FUNDS.....			\$0.00	\$1,021.37
DeMotte	\$0.00	\$115.00		
Rensselaer	\$0.00	\$859.00		
Wheatfield	\$0.00	\$47.37		
BOND & INTEREST REDEMPTION FUND.....			\$135,452.65	\$135,452.65
Property Tax	\$135,452.65	\$135,452.65		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
HOST/HOSPITALITY FUND.....			\$0.00	\$1,280.88
LIBRARY IMPROVEMENT FUND.....			\$286.11	\$1,294.18
ORAL HISTORY GRANT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$290.50
INDIANA TECHNOLOGY GRANT FUND.....			\$24,466.83	\$34,203.55
STATE TECHNOLOGY GRANT 1997.....			\$3,491.17	\$3,522.67
CONSTRUCTION FUND.....			\$44.23	\$307.04
Interest Earned	\$44.23	\$307.04		
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$0.00
TOTAL RECEIPTS - ALL FUNDS.....			\$555,420.72	\$584,918.04

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015898	00773	ACORDIA PERSONAL BENEFITS, I	234.45	09 JUN 97	QTLY INS.PREMIUM-WEBSTER
015899	00774	AFFORDABLE COMMUNICATIONS	333.00	09 JUN 97	INSTALL EXPANSION BD/PORTABL
015900	00775	AMER. LIBRARY ASSOCIATION	69.50	09 JUN 97	BOOKLIST-DEMOTTE-6/97 TO 6/9
015901	00776	AUSTIN BOOK SALES	112.89	09 JUN 97	VGM CAREER BOOKS
015902	00777	BAKER & TAYLOR	1796.76	09 JUN 97	BOOKS, A.V.
015903	00778	BETH SUTTON CUMMINS	80.00	09 JUN 97	VENTRILOQUIST-RENS.SUMMER RE
015904	00779	BETTY A. HUFF (PAS-TIME BOO	543.00	09 JUN 97	BOOKS
015905	00780	BIERMA HARDWARE, INC.	11.94	09 JUN 97	RAKE, 2 CYCLE OIL-WHEATFIELD
015906	00781	CAROL YEOMAN	68.40	09 JUN 97	MILEAGE
015907	00782	CHARLOTTE FAGEN	17.40	09 JUN 97	MILEAGE
015908	00783	CHICAGO TRIBUNE	118.44	09 JUN 97	ANNUAL SUBSCR.TO 5/15/98-REN
015909	00784	CHILD'S WORLD	708.70	09 JUN 97	BOOKS
015910	00785	COLUMBIA UNIVERSITY PRESS	695.00	09 JUN 97	GRANGER'S/POETRY CD-ROM (NET
015911	00786	COURTYARD BY MARRIOTT	195.80	09 JUN 97	ILF ACCOMMODATIONS-DAUGHERTY
015912	00787	DAVID R. WHITE	125.00	09 JUN 97	STORYTELLER-DEMOTTE SUMMER R
015913	00788	DAVIDSON TITLES INC.	583.98	09 JUN 97	BOOKS
015914	00789	DIANA KOBY	28.20	09 JUN 97	MILEAGE
015915	00790	DIANE KROS	21.00	09 JUN 97	MILEAGE
015916	00791	DISCLOSURE INCORPORATED	1841.00	09 JUN 97	DISCLOSURE CD-ROM (NETWORK)-
015917	00792	ELTON HUMMEL	300.00	09 JUN 97	STEVENS PUPPETS-R.& WH.SUMME
015918	00793	FACTS ON FILE NEWS SERVICES	645.00	09 JUN 97	TODAY'S SCIENCE ON FILE SUBS
015919	00794	FASE-KALUF TV & APPLIANCE	54.96	09 JUN 97	COMPUTER CABLES & SWITCH BOX
015920	00795	FASE'S WATER TREATMENT & FLO	52.50	09 JUN 97	REDOOT
015921	00796	FAS-TRACK COMPUTER PRODUCTS	1636.00	09 JUN 97	OFFICE PRO 97 & LICENSES-NET
015923	00798	FORTRESS GRAND CORPORATION	1190.00	09 JUN 97	SECURITY SOFTWARE (NETWORK)
015924	00799	GAIL JUNG	35.00	09 JUN 97	MOUSE BALLS & RECYCLING MEET
015925	00800	GROLIER PUBLISHING COMPANY	587.06	09 JUN 97	BOOKS
015926	00801	HERITAGE OFFICE PRODUCTS, IN	780.50	09 JUN 97	DRUM-MITA 3055-DEM;SERV.CONT
015927	00802	HIGHSMITH CO. INC.	69.37	09 JUN 97	BKMARKS,BAGS,B.BOARD SET-SUM
015928	00803	INFORMATION & RECORDS ASSOC.	57.90	09 JUN 97	TONER-MICROFICHE
015929	00804	INFORMATION PLUS	327.82	09 JUN 97	BOOKS-STANDING ORDER
015930	00805	INGRAM	130.12	09 JUN 97	BOOKS-PAPERBACKS
015931	00806	JILL TACHTIRIS	72.00	09 JUN 97	MILEAGE-ILF
015932	00807	KV COMPUTER SERVICES, INC.	490.00	09 JUN 97	SEACHANGE BOOKWHERE 2000 SOF
015933	00808	LISA RUSHER	12.00	09 JUN 97	MILEAGE-BUDGET WKSHP.
015934	00809	LYNN DAUGHERTY	149.39	09 JUN 97	MILEAGE, INCOLSA & BUDGET WK
015935	00810	MARSHALL CAVENDISH CORPORATI	1191.37	09 JUN 97	BOOKS
015936	00811	MCGRAW-HILL, INC.	915.55	09 JUN 97	BOOKS
015937	00812	MODERN CURRICULUM	50.06	09 JUN 97	BOOKS
015938	00813	NADSC	96.00	09 JUN 97	USED CAR GUIDES
015939	00814	NIPSCO	3541.45	09 JUN 97	DEMOTTE UTILITES-4/16 TO 5/1
015940	00815	NORTHWESTERN INDIANA TELEPHO	146.96	09 JUN 97	JUNE PHONE-DEMOTTE
015941	00816	ON CUE #6106	108.62	09 JUN 97	VIDEOS
015942	00817	PA USERS CLUB/IA USERS CLUB	55.85	09 JUN 97	PRINT ARTIST 4.0 UPGRADE/CLI
015943	00818	PHILIP N. HOWARD	15.00	09 JUN 97	SALTED SIDEWALKS-APRIL
015944	00819	POST TRIBUNE	156.00	09 JUN 97	SUBSCRIPTION (7-DAY SERV.)-W
015945	00820	PUBLISHING SALES CONSULTANTS	327.21	09 JUN 97	BOOKS
015946	00821	QUALITY BOOKS INC.	7253.07	09 JUN 97	BOOKS

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 03 Jun 97

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015947	00822	QUILL	278.36	09 JUN 97	FAX/COPY PAPER,TAPE,DISKS,PR
015948	00823	REGENT BOOK CO., INC.	153.99	09 JUN 97	BOOKS
015949	00824	RENSSELAER REPUBLICAN	87.40	09 JUN 97	CLASSIFIED AD-PUB.SERV.ASST.
015950	00825	SCOTT LITWILLER	210.00	09 JUN 97	MAGIC SHOW-SUMMER READING PR
015951	00826	SECURITY COURIERS CORP.	563.10	09 JUN 97	TRANSPORT SERVICE-5/9-5/23/9
015952	00827	SILVER BURDETT PRESS	1044.71	09 JUN 97	BOOKS
015953	00828	STANDARD & POOR'S CORP.	3369.00	09 JUN 97	STOCK,BOND GUIDES;STOCK MKT IVP-RENS.& DEM.-ANNUAL STAND
015954	00829	STECK-VAUGHN COMPANY	1386.78	09 JUN 97	BOOKS
015955	00830	TEETERS CULLIGAN	9.95	09 JUN 97	JUNE WATER COOLER RENTAL-WH.
015956	00831	THINK TANK INFORMATION SYSTE	59423.50	09 JUN 97	TECHNOLOGY PROJECT & INSTALL
015957	00832	THE TIMES - EASTLAKE	179.40	09 JUN 97	NEWSPAPER SUBSC. 6/9/97-6/9/
015958	00833	TOWN OF DEMOTTE	40.72	09 JUN 97	SEWER SERVICE-APRIL 1997-DEM
015959	00834	TYSEN'S COUNTRY GROCERY, INC	88.56	09 JUN 97	JANITOR SUPPLIES, LIGHT BULB
015960	00835	UNIVERSITY MICROFILMS INTERN	55.19	09 JUN 97	MICROFICHE-RENS.REP.(4th QTR
015961	00836	VIKING OFFICE PRODUCTS	192.62	09 JUN 97	COPY PAPER,FILE TRAYS,COMP.C
015962	00837	VISTA INC.	63.26	09 JUN 97	CEILING SPOT BULBS,PROJ. BUL
015963	00838	WAL-MART STORES, INC.	331.00	09 JUN 97	VIDEOS,CDs,POSTERBOARDS
015964	00839	WALSTRA FINE CUT	33.00	09 JUN 97	LAWN MOWING-DEMOTTE-APRIL 19
015965	00840	WORLD COM	818.24	09 JUN 97	LONG DISTANCE/DATA LINES-APR
015966	00841	YVONNE BEEVER	10.80	09 JUN 97	MILEAGE
015967	00797	FACTS ON FILE NEWS SERVICES	1875.00	09 JUN 97	1997 WORLD NEWS DIGEST CD-RO (NETWORK) - QTLY SERVICE (NETWORK) - QTLY SERVICE

--TOTAL AMOUNT OF CLAIMS-- 98245.80

JULY

AGENDA

Jasper County Public Library Board of Trustees
Monday, July 7, 7:00 PM
Rensselaer
Monthly Meeting

	<u>Purpose</u>
<u>Opening of meeting</u>	
A. Moment of silence	
<u>Approval of Consent Agenda & Consent Agenda Items</u>	Action
A. Minutes (R 1)	
B. Bills/Financial Reports (F)	
C. Salary Ordinance (R 7)	
D. Library Policies (R 9 - R 20)	
E. PERF changes (R 29)	
<u>General Business</u>	
A. Technology Project Report (R 27)	Action
B. Building concerns (R 27-R28, R 31)	Action
C. Budget (R 21-R 25)	Action
<u>Director's Report</u> (R 27 - R 29)	Discussion
<u>Items for future Agendas</u>	
<u>Public Forum</u>	
<u>Adjournment</u>	

MINUTES.....JUNE 9, 1997
Meeting of the Jasper County Public Library Board 7:00 PM

Present: Mary Linda Casey, Wilbur Doty, Mary Duggleby, Anne-Marie Egan, Barbara Leestma, Robert Souza, and Lynn Daugherty. Absent: Pat O'Rourke.

W. Doty presided over the meeting and opened with a moment of silence.

Approval Of Agenda/Consent Agenda: On a motion by A-M Egan, seconded by M. Duggleby, the agendas were approved which included the May Minutes, Bills/Financial Reports, and the library policies (CD-ROM Workstation Use, Study Room Use, Videocassette, Public Forum, Sexual Harrassment, Reciprocal Borrowing) as presented. Motion passed.

Study Room Policy: A discussion regarding specific wording in the policy and patron use of the study rooms was led by R. Souza. The Policy Committee will meet in June to again review the Study Room Policy in order to alter it to conform to the present practice or to determine that the present practice needs to be changed.

Technology Project: Think Tank presented an updated Time Schedule and schematic of the computer network. July 1st is now the target date for completion. Ron McAtee will be providing professional services through the summer and assist with the transition until a systems administrator is hired.

Systems Administrator: L. Daugherty has interviewed several applicants with two outstanding individuals. The board gave her the freedom to offer a salary to a qualified person with experience above the advertised salary but within budget limitations at the Librarian 2 classification.

Building Problem Update: Actuators have been replaced at no charge. The valve stems were also replaced which were found to be scored from particulate matter in the water P.C. and Chem-Tech advised that adding filters to the heating/air conditioning water lines should remove these solids. Only ten percent of the water would pass through the filter at any one time and eventually all of the water would be filtered. Initial costs to install filters will cost \$1155 per library. P.C. will change filters quarterly at no additional charge to us for this service. K. Mahnesmith, library attorney, counseled us to write a letter to all parties involved advising them that the library feels that the replacement of the valve stems is a continuation of the problems that we have been hounded with and hold them partly responsible. W. Doty moved to use construction fund to purchase the filtering system and to send a letter as suggested by our attorney. M. L. Casey seconded the motion. Vote was unanimous.

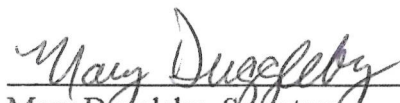
1998 Budget: Changes to the State Board of Accounts' calendar allows us an extra week to complete the budget process. The Budget Committee will present the budget and advertising notices to the board at the July 7 meeting for their approval. The budget hearing can then be held at the regular meeting in August, and the budget approved at the regular September meeting; thereby eliminating the need for the August 25 special meeting.

Internet Acceptable Use Policy: The board agreed to accept the revisions to the Internet Acceptable Use Policy as presented. The policy was revised to include Item #3 banning public access to e-mail, chat rooms , BBS, etc. which was inadvertently omitted from the current policy.

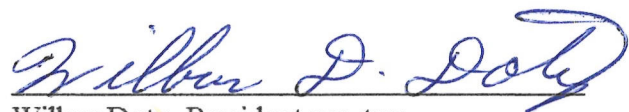
Bequest: The estate of Kate Robinson Sturgeon has bequeathed \$2000 to the library. L. Daugherty will provide a *wish list* so the board can determine the most beneficial way this bequest can serve the public.

Landscaping: Brown Garden Shoppe has been contracted at Rensselaer to do landscaping. We are hoping to have Countryside Landscaping do this work at DeMotte, and Wheatfield Library is working on scheduling the landscape maintenance.

With no further business on the agenda, R. Souza made a motion, seconded by B. Leestma, to adjourn.



Mary Duggleby, Secretary



Wilbur Doty, President pro-tem

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

June 1997

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	143	31.0	108	23.4	185	40.1	436	94.5
LOCAL HISTORY								
In person	6	1.7	16	4.5		0.0	22	6.2
Letters written		0.0	2	2.0		0.0	2	2.0
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer agreements	7	0.6	106	8.8	17	1.4	130	10.8
Computer software used	7	0.6	94	7.8	20	1.7	121	10.1
VCR Use	3	0.4	2	0.3	0	0.0	5	0.7
Microforms	0	0.0	32	4.3	0	0.0	32	4.3
CD ROM software used	97	8.1	129	10.8	32	2.7	258	21.5
Public use of FAX service	11	1.8	22	3.7	22	3.7	55	9.2
Typewriter use	6	0.3	1	0.1	0	0.0	7	0.4
Other equipment used	0	0.0	2	0.7	2	0.7	4	1.3
OTHER LIBRARY SERVICES USED								
Walking book visits	0	0.0	4	2.7		0.0	4	2.7
Notarized documents	1	0.3	2	0.5	1	0.3	4	1.0
Meeting Room Use (number of groups)	19	6.3	21	7.0	4	1.3	44	14.7
Study room use	8	0.7	15	1.3	2	0.2	25	2.1
Ref book/vf copies made		0.0		0.0		0.0	0	0.0
Tax forms distributed		0.0		0.0		0.0		0.0
INTERLIBRARY LOANS								
Requests made for:	41	10.3	60	15.0	6	1.5	107	26.8
Items rec'd for:	32	16.0	66	33.0	8	4.0	106	53.0
Items requested by other libraries							0	
Items supplied to other libraries		0.0		0.0		0.0	0	0.0
PROGRAMS								
Children's Programs (0-13)	14	84	2	12	7	42	23	138
Number attending	819		150		78		1047	
YA Programs (14-17)		0		0		0	0	0
Number attending							0	
Adult Programs		0	7	42		0	7	42
Number attending			36		4		40	
Senior Citizen Programs		0		0		0	0	0
Number attending			7				7	
TOTAL NO. OF PROGRAMS	14	84	9	54	7	42	30	180
TOTAL PERSONS ATTENDING	819		193		82		1094	
TOTAL HOURS SPENT		246.0		233.7		141.4		621.1

CIRCULATION BY PATRON CODE

June 1997

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
Adult Male (0)	987	7.8%	988	10.7%	447	11.7%	2422	9.4%
Adult Female (1)	6477	50.9%	4681	50.9%	1945	51.0%	13103	50.9%
Juvenile 0-11 (2)	3857	30.3%	2130	23.1%	851	22.3%	6838	26.6%
YA 12-17 (3)	483	3.8%	421	4.6%	252	6.6%	1156	4.5%
Nonresident No Fee (4)	177	1.4%	245	2.7%	10	0.3%	432	1.7%
Board/Staff (5)	371	2.9%	389	4.2%	284	7.4%	1044	4.1%
School (6)	0	0.0%	6	0.1%	0	0.0%	6	0.0%
St. Joseph College (7)	0	0.0%	55	0.6%	0	0.0%	55	0.2%
State Library Card (8)	1	0.0%	4	0.0%	0	0.0%	5	0.0%
Nonresident Fee (9)	25	0.2%	35	0.4%	0	0.0%	60	0.2%
Corporate (10)	0	0.0%	100	1.1%	21	0.6%	121	0.5%
Reciprocal (11)	349	2.7%	148	1.6%	5	0.1%	502	1.9%
Total	12727		9202		3815		25744	
Total items borrowed by nonresidents	552	4.3%	493	5.4%	15	0.4%	1060	4.1%
REGISTRATIONS								
Borrowers--Start of month:	5837		6064		2447		14348	
Borrowers--End of month:	5949		6159		2471		14579	
Non-resident, paying	11		18		0		29	
PLAC card users	3		3		1		7	
Reciprocal borrowers	177		110		11		298	

WHEATFIELD COLLECTION

MONTH
END

V O L U M E S	T I T L E S
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XX

												ADULT BOOKS
10495	10105	10571	10146	11591	11253	11681	11320	8241	7911	8283	7936	Fiction
12859	10733	12923	10768	17806	15832	17868	15871	7053	5481	7080	5491	Nonfiction

												CHILDREN'S BKS
7850	7567	7862	7575	9666	9227	9803	9330	5979	5784	6064	5844	Fiction
4885	4665	4942	4718	6923	6583	6676	6398	3261	3213	3300	3240	Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

2	2	2	2	368	155	368	155	3	3	3	3	GRAPHIC MAT'L
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0 0 0 0 0 0 0 0 0 0 MICROFORMS

1047	921	1047	921	2126	1565	2126	1565	1170	1064	1172	1066	SOUND REC.,ADULT
147	147	147	147	151	154	152	155	45	45	45	45	SOUND REC., CH
6	3	6	3	14	9	14	9	5	5	5	5	CD ROM SOFTWARE
4	2	4	2	87	23	87	23	112	57	112	57	SOFTWARE

0 0 VERTICAL FILE

849	824	850	825	1078	1036	1092	1050	740	680	745	685	VHS
1	1	1	1	1	1	1	1			0	0	EQUIPMENT

38145	34970	38355	35108	49811	45838	49868	45877	26609	24243	26809	24372	TOTAL
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[illegible]

CIRCULATION BY ITEM FINE CODE

June 1997

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	40	40	6	86
100 (1)	47	60	17	124
200 (2)	58	39	25	122
300 (3)	211	173	50	434
400 (4)	10	7	4	21
500 (5)	74	42	15	131
600 (6)	586	344	211	1141
700 (7)	235	202	80	517
800 (8)	57	51	11	119
900 (9)	147	141	21	309
B (10)	83	88	50	221
j000 (11)	12	13	8	33
j100 (12)	15	6	2	23
j200 (13)	20	30	2	52
j300 (14)	140	81	25	246
j400 (15)	25	9	2	36
j500 (16)	381	264	134	779
j600 (17)	210	104	43	357
j700 (18)	241	200	71	512
j800 (19)	201	89	49	339
j900 (20)	99	38	29	166
jB (21)	255	90	64	409
FIC (22)	1598	1904	522	4024
yaFIC (23)	135	99	61	295
LARGE PRINT (24)	78	62	45	185
jFIC (25)	768	513	186	1467
jE (26)	2333	1494	614	4441
jER (27)	1082	299	75	1456
Magazines (28)	952	430	180	1562
Games/Toys (29)	1	27	0	28
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	122	300	73	495
jCassettes (33)	153	119	38	310
Compact Discs (34)	224	261	217	702
jCompact Discs (35)	5	5	1	11
Sound Recordings (36)	2	7	2	11
jSound Recordings (37)	9	16	3	28
CD ROM Software (38)	16	12	13	41
Vertical File (39)	130	10	5	145
Equipment (40)	2	3	0	5
yapFIC (41)	630	165	172	967
jpFIC (42)	618	227	107	952
Reference (43)	32	68	8	108
Genealogy (44)	0	0	0	0
jMagazines (45)	282	52	69	403
VHS (46)	554	1027	515	2096
Computer software (47)		0		0
Internet usage (49)		63		63
Free reads	349	312	106	767
Puzzles			1	1
Talking books				0
Assignment shelf books				0
TOTAL	13222	9586	3932	26740

Salary Ordinance 1997

June 1997 update

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date	Raise Date(s)
Maxwell, Sheila	Sys. Admin	\$12.75	40	R	7/21/97	
Narcaroti, Mandy	Clerk	\$5.75	16	R	6/30/97	

Sheila Maxwell has accepted our (second) offer to be our System Administrator. We are delighted. She presently works in computer system support at St. Joseph's College.

Mandy Narcaroti, a part-time special ed teacher at Monnett, has taken Karen Leichthy's 16 hour per week clerk position at Rensselaer. Karen's hours were evenings and Saturday. This works out fine with Mandy's schedule.

Robert Souza

Robert Souza

William D. Doty

Mary S. Suggs

Gene-Marie Egan

Resolution

Be it resolved that the following job classifications at the Jasper County Public Library will be covered by PERF:

Director
Assistant Director
Agency Librarian
Children's Librarian
Technical Services Librarian
Systems Administrator
Administrative Assistant
Library Specialist
Library Assistant

PERF Account #1546

This change, separating the Systems Administrator and Technical Librarian positions, is effective, by approval of the Library Board, on July 1, 1997.

Approved by the Jasper County Public Library Board of Trustees, this 7th day of July, 1997.

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Be it resolved that the following job classifications at the Jasper County Public Library will be covered by PERF:

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Robert Souza
Aime-Marie Egan
Brenda Cey
Mary Duggally

Wilbur P. Doty

MEMORANDUM

Circulation Policy
Public Relations & Public Information Policy
Public Records Policy
Microform Reader-Printer Policy
Study Room Policy

Summary: The Policy Committee recommends approving the Public Relations Policy as written. It recommends approval of the Circulation Policy, Public Records Policy, Microform Reader-Printer Policy and Study Room Policy as amended.

Discussion: Proposed changes are as follows:

Circulation Policy: Added loan limits for CD's, fee schedule for photocopies and, expanded fee schedule for FAX service, all as previously approved by Board.

Public Records Policy: New wording allows parents to know what materials their minor children have on loan. Since parents are responsible for deciding what is appropriate for their own children to read/listen/view and since state law makes parents responsible for the debts of their minor children, we feel they have a right to know what their children have borrowed. Our board attorney concurs with our reasoning.

Microform Reader Printer Policy: The previous policy allowed only persons 18 years of age or older to use the printer without assistance. The change makes this policy consistent with our other computer use policies.

Study Room Policy: Working parents will not always be at home to supervise the tutoring session. It is generally not possible or convenient for tutoring to be done in the schools. A need exists for a suitable location for this activity.

Because public libraries have historically been deeply involved in literacy education, and because JCPL has accommodated GED for years, the Committee recommends that we change our policy to provide a place for tutoring for minors, whether paid or volunteer.

R 10

Vote: To approve the Public Relations Policy as written and to approve the Circulation Policy, Public Records Policy, Microform Reader-Printer Policy and Study Room Policy with the changes recommended by the Policy Committee.

Circulation Policy

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card.

Persons who live, work or own property in the JCPL library district, which includes all Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Persons living outside the JCPL district may apply for a free, restricted JCPL card as a Reciprocal Borrower upon showing a valid resident library card from a library which participates in the Reciprocal Borrowing Program

The signature of a parent or legal guardian is required before a borrower's card can be issued to any child under the age of 14.

An annual fee of \$43 is assessed for out-of-county residents who do not own property or work in Jasper County, but wish to have full library privileges. This fee is the same for children and adults, and is NOT waived for Senior Citizens.

A corporation existing within the JCPL district may obtain a card for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card.

Library Hours

DeMotte: Mon, Th: 9 AM - 8 PM
 Tues, Wed: 9 AM - 6 PM
 Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
 Fri, Sat: 9 AM - 5 PM

Wheatfield: Mon, Wed - Sat: 9:30 AM - 5:30 PM
 Tues: 9:30 AM - 8 PM

Loan Periods

Circulating CD ROMs:	1 week
Videos :	2 days
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR:	in house use only

All materials except videos and circulating CD-ROMs may be renewed for one additional loan period. If an item is on reserve for another patron, or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks by special arrangement.

Videos for classroom use may be checked out for a one week loan period.

Loan Limits

Videos: 2 videos per adult card. No reserves. Only persons 18 years of age and older may borrow videos.

Circulating CD-ROMs: 2 items per borrower's card. No reserves

Short term loan materials: On some occasions, materials are put on short term loan so that all students in a class have access to the resources.

CD's:	5 items per borrower's card.
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All other materials: Unlimited loan

Reciprocal borrowers and PLAC users may borrow only books and magazines.

Fines and Fees

<u>Overdue materials:</u>	Adult Items:	\$.10 per day per item
	Children's room items	\$.05 per day per item
	Videos:	\$1.00 per day per tape
	Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)
	Circulating CD-ROMs:	\$1.00 per day per item
<u>Audiovisual Equipment Loans:</u>		\$2.00 per day
		\$10.00 deposit refunded when material is returned undamaged

Fines and fees, continued

<u>Lost or damaged pamphlets:</u>	\$1.00 per item plus \$1.00 processing fee
<u>Lost or damaged CD ROMs:</u>	Original cost of item plus \$10.00
<u>Lost or damaged CD ROM user's guide, notebook:</u>	\$5.00 for first item, \$10 for more than 1 item
<u>Other lost or damaged materials:</u>	Original cost of the item plus a \$3.00 processing fee.

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

\$10.00	all hardback books, videos, CD's and audiocassettes
5.00	all nonfiction paperbacks
3.00	all fiction paperbacks
2.00	all magazines
1.00	all vertical file items, newspapers, college catalogs

Lost or damaged borrower's card: \$2.00

<u>FAX fees:</u>	\$3.00 for first page; 20 cents for each additional page.
<u>Fax of library materials:</u>	First 5 pages free; 20 cents for each additional page

FAX fees:

Personal Faxes: \$3.00 for first page; 20 cents for each additional page.

Fax of library materials sent by one branch to another at a patron's request:

First 5 pages free; 20 cents for each additional page

Fax of library materials to patron's home or business: 30 cents per page

Photocopy Fees:

Customer-operated copiers (at DeMotte & Rensselaer)

10 cents per single side

Staff-operated copiers (at DeMotte & Rensselaer)

20 cents single side

40 cents double side

40 cents transparency

Wheatfield copier

15 cents single side

20 cents double side

40 cents transparency

Other Circulation Services

Reserve materials: All circulating materials may be reserved by patrons with the exception of videos. Videos will only be reserved for teachers using them in educational settings and for groups needing a video which has been cleared for public performance for a particular date

Walking books program: Library staff or volunteers will bring books and other library materials to shut-ins who are unable to visit the library.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL district.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary.

A collection of talking books and the equipment with which to use them is available for patrons.

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7/96; updated 2/97

PUBLIC RELATIONS & PUBLIC INFORMATION POLICY

Recognizing our responsibility to encourage all Jasper County citizens to make effective and maximum use of the library's services and resources , the JCPL Board of Trustees adopts the following policy.

The Library will actively promote community awareness of library services. It will take such actions as are necessary to stimulate public interest in and usage of the library. The Library will work to improve public understanding and support of JCPL and its role in the community.

Approved 7/94; reviewed 7/95;7/96

PUBLIC RECORDS POLICY

Access to public records is governed by IC 5-14-3 which states that "all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees."

The following public records are exempted from the disclosure requirements upon approval of this policy by the JCPL Board of Trustees as provided for in IC 5-14-3.

1. Personnel files of library employees and files of applicants for employment except for:
 - 1.1 The name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the library;
 - 1.2 Information relating to the status of any formal charges against the employee; and
 - 1.3 Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

However, all personnel file information shall be made available to the affected employee or his/her representative. General personnel information on all employees or groups of employees, without individual names, may not be excepted from disclosure.

2. Administrative or technical information that would jeopardize a recordkeeping or security system.
3. Computer programs, computer codes, computer filing systems, and other software that are owned by the library or entrusted to it.
4. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.
5. The identity of a donor of a gift made to the library if the donor requires nondisclosure of his/her identity as a condition of making the gift or after the gift is made, the donor or a member of the donor's family requests nondisclosure.

6. Library records which can be used to identify any library patron. Circulation records or other records identifying the names of library users with specific materials are for the sole purposes of protecting public property and compiling statistical information. Such records shall not be used either directly or indirectly to otherwise identify the types of materials used by individual patrons.

Such records shall not be made available to any agency, group or individual except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory powers.

Upon receipt of such process, order, or subpoena, the Library Director will consult with legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause of its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, the Director will insist that such defects be cured.

Any costs incurred, as a result of such order, in a search through patron records, shall be borne by the agency, group or individual demanding the search.

Disclosure of library circulation records will be made in the case of parents or legal guardians, inquiring in person, about the materials their minor children currently have on loan.

7. Records deposited with, or acquired by, the Library upon a condition that the records be disclosed only:
 - 7.1 To qualified researchers.
 - 7.2 After the passing of a period of years that is specified in the documents under which the deposit or acquisition is made or
 - 7.3 After the death of persons specified at the time of the acquisition or deposit.

7/94; reviewed 7/95;7/96; draft 7/97

Study Room Use Policy

Study rooms are provided in the DeMotte and Rensselaer libraries primarily for persons working on group projects or in other situations when interaction between people might cause disruption in open areas of the library.

Only adults and students in the 6th grade and above may use the study room. Younger children may use the room when an adult is also present in the room.

The study room may not be used for profit-making or socializing purposes.

The study room may be used for tutoring of minors when basic school curriculum is being taught regardless of whether tutors are volunteers or paid for their services.

Food is not permitted in the study room.

6/94; reviewed 6/95; revised 6/96; draft 6/97

Microfilm/Microfiche Reader/Printer Policy

Only persons *in 6th grade or older* may use the reader/printers. *Younger persons* must have assistance with the usage of the machine. If a parent or staff member is not available to assist, patrons *not yet in 6th grade* will not be permitted to use the machine. Loss or damage to the reader/printer or to microforms due to abusive handling will be paid for by the user.

Print copies are 30 cents per page.

Availability of the reader/printer is first come, first served, with a two hour limit. If no one is waiting, patron may continue use.

Library staff have the right to restrict usage for those people who cannot abide by the regulations of the library and the specific rules for use of the reader/printer.

5/96; draft 6/97

BUDGET EXPLANATION

1997

1 Personal Services:

Director's Salary: This is the same 75 cent per hour increase which most other staff are receiving. The decision on Lynn's salary is generally made in October at the time of her evaluation.

Library Assistants: A new position, System Administrator, has been added to our present staff. In addition, we have upgraded a clerk position to a Library Assistant I position at Wheatfield and added a 4th 10 hour per week page at Rensselaer. Michelle reports that pages often cannot get all books returned to the shelves in an evening. This leaves the job for higher paid staff who must do it the next day.

Because we do not ever use all of the budgeted salary money, this amount will also cover a staff request for a library assistant to act as a floater, filling in at a library where illness has "decimated the ranks" or where a special event makes extra help needed.

Other increases are due to the board-approved salary schedule.

1.31 Other personal services: This covers costs of hiring a substitute janitor when a janitor is on vacation, and hiring a handyman occasionally for library maintenance.

1.24 Group insurance costs are included for 14 employees. While eighteen are eligible to take advantage of the insurance, only 5 employees are presently enrolled. In 1998 we will be paying \$100 per month per person rather than \$90.

3.13, 3.14 Legal services, Other Professional Services: The extra \$1,000 in 3.13 won't go far, but it will be a start if we need to begin legal proceedings concerning building expenses. This line is also used for to pay for special speakers, etc.

3.23, 3.24 Traveling expenses, Professional meetings: Next year the Public Library Association (PLA) Conference is in Kansas City. Lynn would like to make this

conference available to several staff and board next year . \$700 extra was added to these two categories to insure that we have the funds.

3.26 Network Expenses. This is an estimate. We may need less

3.61 Building/Structure repairs: (\$1,000 increase) We continue to accumulate large repair bills. While we hope that problems will be solved , we must be prepared.

3.62 Equipment repairs/maintenance: (\$3,000 increase) This line item can also pay for upgrades to computer equipment.

4.4 Furniture/Equipment: (Down \$6,000) This line item will also fund replacement of equipment that has failed. Our goal was to replace all dumb terminals with PC's by the end of 1998. This budget will get us about 1/2 way there. There may also be grant money available for this purpose in 1998.

4.5 Materials: Total figure is \$12,000 more than 1997.

Budgeting Strategies

The 1997 budget was \$112,396 higher than the 1996 budget. However, estimated receipts for 1997 are \$124,473 lower than our budget allows us to spend. Our intention is to spend no more in 1997 than our 1997 receipts.* In this way, we protect our operating balance which gets us through the first 6 months of 1999.

At this point, we are only estimating the amount of our 1998 receipts.

This budget reflects what we feel we need to meet our needs with extra cushion where we might have increases in rates or emergency situations (utilities and repairs, for instance). It is only \$55,567 higher than this year's budget, but we already know we cannot fully fund this year's budget.

* Anticipated receipts in 1997 are \$1,073,148.

1998 Budget Comparisons

	1997 Budget	1997 Projected Expenses to Dec. 31, '97	1998 Budget	% of Total '98 budget
1 PERSONAL SERVICES				
1.1 Salaries and wages				
1.11 Salary of librarian	\$41,912	\$41,352	\$43,056	
1.12 Salary of Assistants	\$468,417	\$375,000	\$528,082	
1.13 Wages of Janitor	\$33,591	\$33,591	\$34,957	
1.2 Employee benefits				
1.21 Employer: FICA	\$41,611	\$34,000	\$46,366	
1.22 Unemployment Comp	\$3,104	\$2,700	\$3,845	
1.23 Employer: PERF	\$24,150	\$22,394	\$25,401	
1.24 Employer: Group Insur.	\$16,200	\$8,500	\$16,800	
1.3 Other personal services				
1.31 Other personal services	\$1,000	\$332	\$1,500	
Total Personal Services	\$629,985	\$517,869	\$700,007	55%
2 SUPPLIES				
2.1 Office supplies				
2.11 Official records	\$1,000	\$950	\$1,200	
2.12 Stationery/printing	\$700	\$650	\$700	
2.13 Other office supplies	\$5,200	\$4,282	\$5,200	
2.2 Operating supplies				
2.21 Cleaning/sanitation	\$4,000	\$3,121	\$3,700	
2.22 Fuel/oil/lubricants	\$20	\$9	\$20	
2.23 Other operating supplies	\$4,200	\$1,233	\$4,000	
2.3 Repair/maintenance supplies				
2.31 Building materials	\$700	\$1,194	\$1,500	
2.32 Painting supplies	\$200	\$0	\$300	
2.33 Repair parts	\$500	\$322	\$500	
2.4 Other supplies				
2.41 Library supplies	\$4,500	\$5,040	\$5,500	
2.42 Automation supplies	\$4,300	\$2,228	\$4,300	
Total Supplies	\$25,320	\$19,029	\$26,920	2%
3 OTHER SERVICES/CHARGES				
3.1 Professional services				
3.11 Consulting services		\$0		
3.12 Engineer/Arch Services		\$0		
3.13 Legal services	\$1,250	\$1,424	\$2,500	
3.14 Other profess. services	\$9,400	\$4,725	\$9,400	

R24

	1997 Budget	1997 Projected Expenses to Dec. 31,'97	1998 Budget	% of Total '98 budget
3.2 Communication/Transportation				
3.21 Telephone	\$12,000	\$11,275	\$12,000	
3.22 Postage	\$6,650	\$5,624	\$6,650	
3.23 Traveling expenses	\$4,500	\$3,783	\$5,000	
3.24 Professional mtgs	\$6,200	\$4,368	\$6,500	
3.25 Freight/Express	\$50	\$0	\$50	
3.26 Network expenses	\$17,621	\$11,742	\$17,600	
3.3 Printing/Advertising				
3.31 Adv/Public. of notices	\$900	\$911	\$1,000	
3.32 Printing (not offc. supply)	\$150	\$0	\$200	
3.4 Insurance				
3.41 Official bonds	\$250	\$250	\$310	
3.42 Other insurance	\$18,000	\$16,000	\$18,000	
3.5 Utility services				
3.51 Gas	\$27,000	\$25,000	\$27,000	
3.52 Electricity	\$51,000	\$48,000	\$51,000	
3.53 Water	\$1,000	\$709	\$1,000	
3.54 Waste disposal service	\$2,500	\$2,291	\$2,500	
3.6 Repairs/maintenance				
3.61 Bldgs/Structures	\$34,000	\$21,832	\$35,000	
3.62 Equipment	\$4,000	\$3,690	\$7,000	
3.7 Rentals				
3.71 Real estate		\$0		
3.72 Equipment	\$225	\$225	\$225	
3.91 Dues	\$2,100	\$2,113	\$2,400	
3.92 Interest on loans		\$0	\$0	
3.93 Taxes/Assessments		\$0		
3.94 Transfer to LIRF	\$55,000	\$0	\$50,000	
3.95 Service contracts	\$9,400	\$9,400	\$10,000	
3.96 Petty cash	\$120	\$0	\$120	
3.97 Interview/moving expense		\$0	\$0	
3.98 Maintenance contracts	\$30,000	\$28,283	\$28,000	
Total Other Services/Charges	\$293,316	\$201,645	\$293,455	23%
4 CAPITAL OUTLAYS				
4.1 Land		\$0		
4.2 Buildings		\$0		
4.3 Improvements		\$0		
4.4 Furniture/equipment	\$42,000	\$97,000	\$36,000	
4.5 Other capital outlays				
4.51 Books	\$137,000	\$137,000	\$145,000	
4.52 Periodicals,newspapers	\$40,000	\$36,000	\$38,000	
4.53 Nonprint materials	\$30,000	\$29,458	\$36,000	
Total Capital Outlays	\$249,000	\$299,458	\$255,000	20%
FUND TOTAL	\$1,197,621	\$1,038,001	\$1,275,382	

MEMORANDUM

1998 Budget

Summary: The operating budget proposed to the Board by the Budget Committee is explained on R 21 - R 24. A resolution to advertise this budget and the BIRF and LIRF budgets with any changes desired by the Board is now required.

Discussion:

The Operating Fund budget presently asks for about \$50,000 more than we believe our maximum levy will be. However, we can only *estimate* what our receipts will be. If this estimate is more than \$50,000 below what we will actually get (according to state tax examiners' figures), we will not get our maximum property tax, because our budget can be funded without the full amount. (At this stage, I always begin to second guess my earlier estimates.) The Board *could* decide to put an extra amount in the budget or the operating balance to insure that we get the maximum funding we are allowed.

The BIRF (Bond and Interest Redemption Fund) budget is set by the bond schedule set when we sold our bonds in 1991. It includes the amounts we must pay in interest and principal by June 30 and December 31, 1998. It also includes the amount we must pay by June 30, 1999. This is to insure that we have adequate funds in the event that we do not receive our property tax money by June 30. In addition, the budget includes a \$550 administration fee which we pay annually to Banc One (Indianapolis), the administrator of our bond. This budget is cut and dried and cannot be adjusted.

The LIRF (Library Improvement and Reserve Fund) budget includes the money we did not appropriate this year (\$6,308) as well as the money we plan to appropriate next year (\$50,000). We will not necessarily spend any of this budget. By appropriating the funds, we eliminate the need for a special legal ad next year if we find we need to spend any of these funds.

Next Step(s). Determine if any changes are to be made in the Operating Fund budget. Pass a resolution to advertise the budgets as proposed or amended.

Vote: To give notice to taxpayers of proposed 1998 budget estimates and tax levies as follows: Library Operating Fund: \$_____, Library Improvement Reserve Fund \$52,500, and Bond & Interest Redemption Fund \$435,015.

JCPL FINANCIAL STATEMENT

June 1997

	<u>Beginning 1997 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$428,405.17	\$141,450.49	\$548,911.69	\$133,731.52	\$542,253.43	\$435,063.43
Investments \$250,000.00						
Public Library Access Card Fund	\$40.00	\$0.00	\$84.00	\$0.00	\$103.00	\$21.00
Gift Fund	\$2,694.83	\$85.00	\$1,106.37	\$0.00	\$865.93	\$2,935.27
DeMotte	\$905.58	\$15.00	\$130.00	\$0.00	\$34.95	\$1,000.63
Rensselaer	\$1,019.55	\$70.00	\$929.00	\$0.00	\$757.26	\$1,191.29
Wheatfield	\$769.70	\$0.00	\$47.37	\$0.00	\$73.72	\$743.35
Bond & Interest Redemption Fund	\$96,902.46	\$82,043.44	\$217,496.09	\$101,632.50	\$101,632.50	\$212,766.05
Investments \$212,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$1,280.88	\$0.00	\$1,280.88	\$0.00
Library Improvement Reserve Fund	\$69,841.66	\$300.01	\$1,594.19	\$14,412.55	\$14,412.55	\$57,023.30
Investments \$0.00						
Netty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund	\$1,471.65	\$0.00	\$0.00	\$0.00	\$1,389.10	\$82.55
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$376.80	\$0.00	\$290.50	\$0.00	\$572.92	\$94.38
Indiana Technology Grant Fund	\$0.00	\$0.00	\$34,203.55	\$0.00	\$34,203.55	\$0.00
State Technology Grant 1997	\$0.00	\$2,629.33	\$6,152.00	\$2,629.33	\$6,152.00	\$0.00
Construction Fund	\$9,263.77	\$40.83	\$347.87	\$3,593.31	\$5,325.96	\$4,285.68
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
State Tax Collected	\$0.00	\$0.00	\$0.00	\$2.92	(\$1,506.34)	\$1,506.34
County Tax Collected	\$0.00	\$0.00	\$0.00	\$8.86	(\$429.10)	\$429.10
Employee Health Insur.	\$328.78	\$23.81	\$23.81	(\$33.00)	(\$169.82)	\$522.41
Employee P.E.R.F.	\$2,981.93	\$0.00	\$0.00	(\$1,165.16)	(\$449.74)	\$3,441.67
TOTAL ALL FUNDS.....	\$612,517.05	\$226,572.91	\$811,490.95	\$254,812.83	\$705,636.82	\$718,371.18

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
30 Jun 97

1.	BANK ONE CHECKING	39638.29
2.	BANK ONE-CONSTRUCTION FUND SAV	4285.68
3.	BANK ONE-LIRF	57023.30
4.	PEOPLES STATE BANK	141868.41
5.	DEMOTTE STATE BANK	13555.50
6.		.00
7.		.00
8.		.00
9.		.00
10.		.00
11.	PINNACLE BANK CDs (2)	250000.00
12.	INDIANA FEDERAL CD#9100174254	.00
13.	PEOPLES STATE BANK CDs	.00
14.	PEOPLES CD#3000480	212000.00
15.		.00
TOTAL ALL BANK ACCOUNTS		718371.18

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 30 Jun 97

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
vr AUG 97	193370	PINNACLE BANK	45 DAY	100000.00	5.60	OPERATING	23 JUN 97	.00	
23 SEP 97	193365	PINNACLE BANK	90 DAY	150000.00	5.70	OPERATING	23 JUN 97	.00	
29 DEC 97	3000480	PEOPLES'BANK	185 DAY	212000.00	5.75	BIRF	27 JUN 97	.00	
--TOTALS--				462000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 30 Jun 97

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
16 JAN 97	30000286	PEOPLES STATE	30 DAY	125000.00	5.30	OPERATING	17 DEC 96	544.52	
14 FEB 97	30000285	PEOPLES STATE	62 DAY	125000.00	5.55	OPERATING	17 DEC 96	1178.42	
16 JUN 97	30000284	PEOPLES STATE	181 DAYS	200000.00	5.55	OP-103100;B	17 DEC 96	5504.38	
27 JUN 97	9100174254	INDIANA FEDER	45 DAY	325000.00	5.55	OP-190000;B	13 MAY 97	2223.80	
--TOTALS--				775000.00				9451.12	

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

30 Jun 97

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	41912.00	3458.00	20682.13	21229.87	49.3
1.12	SALARY OF ASSISTANTS	492774.78	39534.20	228006.99	264767.79	46.3
1.13	WAGES OF JANITORS	36366.75	2228.16	13963.94	22402.81	38.4
1.21	EMPLOYER'S SHARE-FICA	43689.74	3459.36	20092.96	23596.78	46.0
1.22	UNEMPLOYMENT COMPENSATION	3104.00	.00	1884.22	1219.78	60.7
1.23	EMPLOYER'S CONTRIB.- PERF	24150.00	.00	11433.60	12716.40	47.3
1.24	EMPLOYER'S CONTRIB.- INS.	16200.00	188.45	2667.92	13532.08	16.5
1.31	OTHER PERSONAL SERVICES	1000.00	.00	152.36	847.64	15.2
2.11	OFFICIAL RECORDS	1000.00	.00	397.00	603.00	39.7
2.12	STATIONERY AND PRINTING	700.00	.00	564.00	136.00	80.6
2.13	OTHER OFFICE SUPPLIES	5200.00	498.94	1962.41	3237.59	37.7
2.21	CLEANING & SANITATION SUPPLIES	4000.00	75.12	1430.55	2569.45	35.8
2.22	FUEL, OIL & LUBRICANTS	20.00	1.97	4.34	15.66	21.7
2.23	OTHER OPERATING SUPPLIES	4200.00	86.67	565.22	3634.78	13.5
2.31	BUILDING MATERIALS & SUPPLIES	700.00	52.50	547.45	152.55	78.2
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	.00	200.00	.0
2.33	REPAIR PARTS	500.00	.00	147.50	352.50	29.5
2.41	LIBRARY SUPPLIES	4500.00	76.83	2310.17	2189.83	51.3
2.42	AUTOMATION SUPPLIES	4300.00	9.97	1020.97	3279.03	23.7
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	.00	652.50	597.50	52.2
3.14	OTHER PROFESSIONAL SERVICES	9400.00	715.00	2165.57	7234.43	23.0
3.21	TELEPHONE	12000.00	960.44	5813.96	6186.04	48.4
3.22	POSTAGE	6650.00	.00	2577.70	4072.30	38.8
3.23	TRAVELING EXPENSE	4500.00	339.60	1733.95	2766.05	38.5
3.24	PROFESSIONAL MEETINGS	6297.90	240.39	2002.02	4295.88	31.8
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17621.00	946.18	5676.88	11944.12	32.2
3.31	ADVERTISING & PUBLIC NOTICES	900.00	87.40	417.70	482.30	46.4
3.32	OTHER PRINTING	150.00	.00	.00	150.00	.0
3.41	OFFICIAL BONDS	250.00	.00	50.00	200.00	20.0
3.42	OTHER INSURANCE	18000.00	.00	10142.00	7858.00	56.3
3.51	GAS	27000.00	2936.19	18265.55	8734.45	67.7
3.52	ELECTRICITY	51000.00	6975.23	22309.36	28690.64	43.7
3.53	WATER	1000.00	50.15	375.15	624.85	37.5
3.54	WASTE DISPOSAL SERVICES	2500.00	166.37	1134.87	1365.13	45.4
3.61	BUILDING & STRUCTURES	34026.50	381.00	10006.25	24020.25	29.4
3.62	EQUIPMENT	4000.00	189.90	1691.43	2308.57	42.3
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	139.70	85.30	62.1
3.91	DUES	2100.00	.00	950.00	1150.00	45.2
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	.00	.00	.00	.00	.0
3.95	SERVICE CONTRACTS	9400.00	563.10	4256.42	5143.58	45.3
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	30000.00	590.60	2445.60	27554.40	8.2
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	97000.00	41729.21	49682.58	47317.42	51.2
4.51	BOOKS	137000.00	20482.07	60420.56	76579.44	44.1
4.52	PERIODICALS & NEWSPAPERS	36700.00	1319.53	18008.48	18691.52	49.1
4.53	NONPRINTED MATERIALS	33300.00	5379.04	13501.47	19798.53	40.5
	-TOTAL-	1226957.67	133731.52	542253.43	684704.24	44.2

CHANGES TO APPROPRIATION REPORT

DATE 30 Jun 97

Fund/Account No	Date	Amount	Explanation
100-1.12	02 Jan 97	24357.78	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.13	02 Jan 97	2775.75	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.21	02 Jan 97	2078.74	ENCUMBERED FUNDS/BD.ACTION 12-96
100-3.24	04 Jun 97	97.90	REIMBURSED/V.MARAVILLA ILF EXPEN
100-3.61	08 Apr 97	26.50	REIMBURSE FOR TRASH GATE REPAIR
100-3.94	21 May 97	-55000.00	PER BD.RESOLUTION-5/12/97
100-4.4	21 May 97	55000.00	PER BD.RESOLUTION-5/12/97
100-4.52	13 Feb 97	-3300.00	PER BOARD APPROVAL-2/11/97 MTG.
100-4.53	13 Feb 97	3300.00	PER BOARD APPROVAL-2/11/97 MTG.
155-3.21	30 Apr 97	-1.00	OVERAPPROPRIATED FUND
180-3.14	15 Jan 97	131.92	INTEREST EARNED 4th QUARTER 1996
180-3.14	30 Apr 97	130.89	INTEREST EARNED 1st QTR.1997
180-3.14	30 May 97	44.23	INTEREST EARNED MAY 1997

REGISTER OF CLAIMS
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
TRANSFER	00887	JASPER COUNTY PUBLIC LIBRARY	200000.00	16 JUN 97	CD #30000284 MATURED-RETURN
TRANSFER	00936	JASPER COUNTY PUBLIC LIBRARY	325000.00	27 JUN 97	CD #91000174524 MATURED
FED.EFT	00934	INTERNAL REVENUE SERVICE CEN	5814.92	25 JUN 97	FED & FICA TAXES WITHHELD 25 REF.#05109092, TRANSFER 6/26
IND EFT	00885	INDIANA DEPARTMENT OF REVENUE	1947.22	10 JUN 97	STATE & COUNTY TAX WITHHELD- VERIFICATION #31;REF. #02177 6/10/97 @ 11:55 A.M. cst
FED. EFT	00886	INTERNAL REVENUE SERVICE CEN	5817.93	10 JUN 97	FED & FICA TAXES WITHHELD 10 EFT #04375838, TRANSFER 6/11
006417	00854	MARLENE BEEDLE	458.75	10 JUN 97	PAYROLL
006418	00862	YVONNE J. BEEVER	845.79	10 JUN 97	PAYROLL
006419	00864	BELSTRA, COURTNEY B.	111.80	10 JUN 97	PAYROLL
006420	00847	GLENDA BROWN	675.61	10 JUN 97	PAYROLL
006421	00850	RENEE CARR	486.34	10 JUN 97	PAYROLL
006422	00868	VALERIE A. COLVIN	232.18	10 JUN 97	PAYROLL
006423	00849	LYNN DAUGHERTY	929.78	10 JUN 97	PAYROLL
006424	00853	JULIE EISELE	531.24	10 JUN 97	PAYROLL
006425	00842	CHARLOTTE FAGEN	723.38	10 JUN 97	PAYROLL
006426	00867	STEPHANIE D. FILSON	496.64	10 JUN 97	PAYROLL
006427	00865	HEEKE, MICHELLE M.	889.44	10 JUN 97	PAYROLL
006428	00871	SANDRA L. HESTERMAN	235.85	10 JUN 97	PAYROLL
006429	00852	ROSE E. HOWARD	457.82	10 JUN 97	PAYROLL
006430	00855	GAIL M. JUNG	707.31	10 JUN 97	PAYROLL
006431	00861	ANGELA M. KARCH	82.76	10 JUN 97	PAYROLL
006432	00876	ERIN C. KINGMAN	65.59	10 JUN 97	PAYROLL
006433	00848	DIANA KOOT	438.75	10 JUN 97	PAYROLL
006434	00845	JOAN KOPANDA	486.03	10 JUN 97	PAYROLL
006435	00846	KROS, DIANE	643.37	10 JUN 97	PAYROLL
006436	00878	RAE ANN LANOVE	61.56	10 JUN 97	PAYROLL
006437	00875	KAREN R. LEICHTY	157.03	10 JUN 97	PAYROLL
006438	00857	SHARON K. LEWIS	96.83	10 JUN 97	PAYROLL
006439	00873	KRISTINE L. MAYS	342.01	10 JUN 97	PAYROLL
006440	00866	DIANE M. OPOLSKI	350.43	10 JUN 97	PAYROLL
006441	00869	JACKIE REAGAN	677.35	10 JUN 97	PAYROLL
006442	00863	LISA RUSHER	475.48	10 JUN 97	PAYROLL
006443	00843	SHARON SCHULENBERG	584.33	10 JUN 97	PAYROLL
006444	00859	JACK STANDISH	310.31	10 JUN 97	PAYROLL
006445	00879	PATRICIA STRINGFELLOW	478.59	10 JUN 97	PAYROLL
006446	00844	JILL TACHTIRIS	621.46	10 JUN 97	PAYROLL
006447	00880	LINDA THOMPSON	118.73	10 JUN 97	PAYROLL
006448	00872	VIRGINIA VIS	115.44	10 JUN 97	PAYROLL
006449	00874	VIRGINIA L. VIS	154.87	10 JUN 97	PAYROLL
006450	00870	SUSAN M. WAKELAND	55.41	10 JUN 97	PAYROLL
006451	00856	WEBSTER, RACHAEL D.	480.60	10 JUN 97	PAYROLL
006452	00851	WHITED, AMBER	376.25	10 JUN 97	PAYROLL
006453	00860	MARGARET M. WOODS	582.05	10 JUN 97	PAYROLL
006454	00877	CAROL YEOMAN	617.14	10 JUN 97	PAYROLL
006454 VO	00883	CAROL YEOMAN	-617.14	10 JUN 97	VOID PAYROLL CHECK-WRONG AMO VOUCHER #00877

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
006455	00858	LEANNE YORK	901.14	10 JUN 97	PAYROLL
006456	00884	CAROL YEOMAN	221.00	10 JUN 97	PAYROLL
006458	00902	MARLENE BEEDLE	409.68	25 JUN 97	PAYROLL
006459	00910	YVONNE J. BEEVER	1460.67	25 JUN 97	PAYROLL
006460	00912	BELSTRA, COURTNEY B.	100.75	25 JUN 97	PAYROLL
006461	00895	GLENDA BROWN	569.74	25 JUN 97	PAYROLL
006462	00898	RENEE CARR	467.27	25 JUN 97	PAYROLL
006463	00916	VALERIE A. COLVIN	221.64	25 JUN 97	PAYROLL
006464	00897	LYNN DAUGHERTY	929.78	25 JUN 97	PAYROLL
006465	00901	JULIE EISELE	484.01	25 JUN 97	PAYROLL
006466	00890	CHARLOTTE FAGEN	723.38	25 JUN 97	PAYROLL
006467	00915	STEPHANIE D. FILSON	416.62	25 JUN 97	PAYROLL
006468	00913	HEEKE, MICHELLE M.	889.44	25 JUN 97	PAYROLL
006469	00919	SANDRA L. HESTERMAN	193.64	25 JUN 97	PAYROLL
006470	00900	ROSE E. HOWARD	457.82	25 JUN 97	PAYROLL
006471	00903	GAIL M. JUNG	707.31	25 JUN 97	PAYROLL
006472	00909	ANGELA M. KARCH	82.76	25 JUN 97	PAYROLL
006473	00924	ERIN C. KINGMAN	54.61	25 JUN 97	PAYROLL
006474	00896	DIANA KOBY	438.75	25 JUN 97	PAYROLL
006475	00893	JOAN KOPANDA	428.04	25 JUN 97	PAYROLL
006476	00894	KROS, DIANE	532.44	25 JUN 97	PAYROLL
006477	00925	RAE ANN LANOVE	52.77	25 JUN 97	PAYROLL
006478	00923	KAREN R. LEICHTY	163.31	25 JUN 97	PAYROLL
006479	00905	SHARON K. LEWIS	116.20	25 JUN 97	PAYROLL
006480	00921	KRISTINE L. MAYS	289.54	25 JUN 97	PAYROLL
006481	00914	DIANE M. OPOLSKI	350.43	25 JUN 97	PAYROLL
006482	00917	JACKIE REAGAN	701.59	25 JUN 97	PAYROLL
006483	00911	LISA RUSHER	435.47	25 JUN 97	PAYROLL
006484	00891	SHARON SCHULENBERG	527.93	25 JUN 97	PAYROLL
006485	00907	JACK STANDISH	254.14	25 JUN 97	PAYROLL
006486	00926	PATRICIA STRINGFELLOW	446.50	25 JUN 97	PAYROLL
006487	00892	JILL TACHTIRIS	563.73	25 JUN 97	PAYROLL
006488	00927	LINDA THOMPSON	87.95	25 JUN 97	PAYROLL
006489	00920	VIRGINIA VIS	92.35	25 JUN 97	PAYROLL
006490	00922	VIRGINIA L. VIS	154.87	25 JUN 97	PAYROLL
006491	00918	SUSAN M. WAKELAND	43.53	25 JUN 97	PAYROLL
006492	00904	WEBSTER, RACHAEL D.	459.46	25 JUN 97	PAYROLL
006493	00899	WHITED, AMBER	331.76	25 JUN 97	PAYROLL
006494	00908	MARGARET M. WOODS	532.79	25 JUN 97	PAYROLL
006495	00906	LEANNE YORK	901.14	25 JUN 97	PAYROLL
015898	00773	ACORDIA PERSONAL BENEFITS, I	234.45	09 JUN 97	QTLY INS.PREMIUM-WEBSTER
015899	00774	AFFORDABLE COMMUNICATIONS	333.00	09 JUN 97	INSTALL EXPANSION BD/PORTABL
015900	00775	AMER. LIBRARY ASSOCIATION	69.50	09 JUN 97	BOOKLIST-DEMOTTE-6/97 TO 6/9
015901	00776	AUSTIN BOOK SALES	112.89	09 JUN 97	VGM CAREER BOOKS
015902	00777	BAKER & TAYLOR	1796.76	09 JUN 97	BOOKS, A.V.
015903	00778	BETH SUTTON CUMMINS	80.00	09 JUN 97	VENTRILOQUIST-RENS.SUMMER RE
015904	00779	BETTY A. HUFF (PAS-TIME BOO	543.00	09 JUN 97	BOOKS
015905	00780	BIERMA HARDWARE, INC.	11.94	09 JUN 97	RAKE, 2 CYCLE OIL-WHEATFIELD

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015906	00781	CAROL YEOMAN	68.40	09 JUN 97	MILEAGE
015907	00782	CHARLOTTE FAGEN	17.40	09 JUN 97	MILEAGE
015908	00783	CHICAGO TRIBUNE	118.44	09 JUN 97	ANNUAL SUBSCR.TO 5/15/98-REN
015909	00784	CHILD'S WORLD	708.70	09 JUN 97	BOOKS
015910	00785	COLUMBIA UNIVERSITY PRESS	695.00	09 JUN 97	GRANGER'S/POETRY CD-ROM (NET
015911	00786	COURTYARD BY MARRIOTT	195.80	09 JUN 97	ILF ACCOMMODATIONS-DAUGHERTY
015912	00787	DAVID R. WHITE	125.00	09 JUN 97	STORYTELLER-DEMOTTE SUMMER R
015913	00788	DAVIDSON TITLES INC.	583.98	09 JUN 97	BOOKS
015914	00789	DIANA KOOY	28.20	09 JUN 97	MILEAGE
015915	00790	DIANE KROS	21.00	09 JUN 97	MILEAGE
015916	00791	DISCLOSURE INCORPORATED	1841.00	09 JUN 97	DISCLOSURE CD-ROM (NETWORK)-
015917	00792	ELTON HUMMEL	300.00	09 JUN 97	STEVENS PUPPETS-R.& WH.SUMME
015918	00793	FACTS ON FILE NEWS SERVICES	645.00	09 JUN 97	TODAY'S SCIENCE ON FILE SUBS
015919	00794	FASE-KALUF TV & APPLIANCE	54.96	09 JUN 97	COMPUTER CABLES & SWITCH BOX
015920	00795	FASE'S WATER TREATMENT & FLO	52.50	09 JUN 97	REDOUT
015921	00796	FAS-TRACK COMPUTER PRODUCTS	1636.00	09 JUN 97	OFFICE PRO 97 & LICENSES-NET
015923	00798	FORTRES GRAND CORPORATION	1190.00	09 JUN 97	SECURITY SOFTWARE (NETWORK)
015924	00799	GAIL JUNG	35.00	09 JUN 97	MOUSE BALLS & RECYCLING MEET
015925	00800	GROLIER PUBLISHING COMPANY	587.06	09 JUN 97	BOOKS
015926	00801	HERITAGE OFFICE PRODUCTS, IN	780.50	09 JUN 97	DRUM-MITA 3055-DEM;SERV.CONT
015927	00802	HIGHSMITH CO. INC.	69.37	09 JUN 97	BKMARKS,BAGS,B.BOARD SET-SUM
015928	00803	INFORMATION & RECORDS ASSOC.	57.90	09 JUN 97	TONER-MICROFICHE
015929	00804	INFORMATION PLUS	327.82	09 JUN 97	BOOKS-STANDING ORDER
015930	00805	INGRAM	130.12	09 JUN 97	BOOKS-PAPERBACKS
015931	00806	JILL TACHTIRIS	72.00	09 JUN 97	MILEAGE-ILF
015932	00807	KV COMPUTER SERVICES, INC.	490.00	09 JUN 97	SEACHANGE BOOKWHERE 2000 SOF
015933	00808	LISA RUSHER	12.00	09 JUN 97	MILEAGE-BUDGET WKSHP.
015934	00809	LYNN DAUGHERTY	149.39	09 JUN 97	MILEAGE, INCOLSA & BUDGET WK
015935	00810	MARSHALL CAVENDISH CORPORATI	1191.37	09 JUN 97	BOOKS
015936	00811	MCGRAW-HILL, INC.	915.55	09 JUN 97	BOOKS
015937	00812	MODERN CURRICULUM	50.06	09 JUN 97	BOOKS
015938	00813	NADSC	96.00	09 JUN 97	USED CAR GUIDES
015939	00814	NIPSCO	3541.45	09 JUN 97	DEMOTTE UTILITES-4/16 TO 5/1
015940	00815	NORTHWESTERN INDIANA TELEPHO	146.96	09 JUN 97	JUNE PHONE-DEMOTTE
015941	00816	ON CUE #6106	108.62	09 JUN 97	VIDEOS
015942	00817	PA USERS CLUB/IA USERS CLUB	55.85	09 JUN 97	PRINT ARTIST 4.0 UPGRADE/CLI
015943	00818	PHILIP N. HOWARD	15.00	09 JUN 97	SALTED SIDEWALKS-APRIL
015944	00819	POST TRIBUNE	156.00	09 JUN 97	SUBSCRIPTION (7-DAY SERV.)-W
015945	00820	PUBLISHING SALES CONSULTANTS	327.21	09 JUN 97	BOOKS
015946	00821	QUALITY BOOKS INC.	7253.07	09 JUN 97	BOOKS
015947	00822	QUILL	278.36	09 JUN 97	FAX/COPY PAPER,TAPE,DISKS,PR
015948	00823	REGENT BOOK CO., INC.	153.99	09 JUN 97	BOOKS
015949	00824	RENSSELAER REPUBLICAN	87.40	09 JUN 97	CLASSIFIED AD-PUB.SERV.ASST.
015950	00825	SCOTT LITWILLER	210.00	09 JUN 97	MAGIC SHOW-SUMMER READING PR
015951	00826	SECURITY COURIERS CORP.	563.10	09 JUN 97	TRANSPORT SERVICE-5/9-5/23/9
015952	00827	SILVER BURDETT PRESS	1044.71	09 JUN 97	BOOKS
015953	00828	STANDARD & POOR'S CORP.	3369.00	09 JUN 97	STOCK,BOND GUIDES;STOCK MKT IVP-RENS.& DEM.-ANNUAL STAND

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015954	00829	STECK-VAUGHN COMPANY	1386.78	09 JUN 97	BOOKS
015955	00830	TEETERS CULLIGAN	9.95	09 JUN 97	JUNE WATER COOLER RENTAL-WH.
015956	00831	THINK TANK INFORMATION SYSTE	59423.50	09 JUN 97	TECHNOLOGY PROJECT & INSTALL
015957	00832	THE TIMES - EASTLAKE	179.40	09 JUN 97	NEWSPAPER SUBSC. 6/9/97-6/9/
015958	00833	TOWN OF DEMOTTE	40.72	09 JUN 97	SEWER SERVICE-APRIL 1997-DEM
015959	00834	TYSEN'S COUNTRY GROCERY, INC	88.56	09 JUN 97	JANITOR SUPPLIES, LIGHT BULB
015960	00835	UNIVERSITY MICROFILMS INTERN	55.19	09 JUN 97	MICROFICHE-RENS.REP.(4th QTR
015961	00836	VIKING OFFICE PRODUCTS	192.62	09 JUN 97	COPY PAPER,FILE TRAYS,COMP.C
015962	00837	VISTA INC.	63.26	09 JUN 97	CEILING SPOT BULBS,PROJ. BUL
015963	00838	WAL-MART STORES, INC.	331.00	09 JUN 97	VIDEOS,CDs,POSTERBOARDS
015964	00839	WALSTRA FINE CUT	33.00	09 JUN 97	LAWN MOWING-DEMOTTE-APRIL 19
015965	00840	WORLD COM	818.24	09 JUN 97	LONG DISTANCE/DATA LINES-APR
015966	00841	YVONNE BEEVER	10.80	09 JUN 97	MILEAGE
015967	00797	FACTS ON FILE NEWS SERVICES	1875.00	09 JUN 97	1997 WORLD NEWS DIGEST CD-RO (NETWORK) - QTLY SERVICE
015968	00881	INDIANA DEFERRED COMPENSATIO	567.08	10 JUN 97	WITHHELD FROM PAYROLL 10 JUN DAUGHERTY,KOBY,KOPANDA,SCHUL
015969	00882	TOWN OF WHEATFIELD SEWER WOR	41.05	10 JUN 97	SEWER SERVICE JUNE-WHEATFIEL
015970	00888	JASPER COUNTY PUBLIC LIBRARY	150000.00	23 JUN 97	90 DAY CD
015971	00889	JASPER COUNTY PUBLIC LIBRARY	100000.00	23 JUN 97	TO PURCHASE 45 DAY CD
015972	00928	BANK ONE, INDIANAPOLIS, NA	101632.50	25 JUN 97	INTEREST ON BOND PAYMENT
015973	00929	CITY OF RENSSELAER	2093.39	25 JUN 97	UTILITIES-5/8-6/10-RENS.
015974	00930	INDIANA DEFERRED COMPENSATIO	567.08	25 JUN 97	WITHHELD FROM 25 JUN 97 PAYR DAUGHERTY,KOBY,KOPANDA,SCHUL
015975	00931	NETNITCO	67.50	25 JUN 97	JUNE INTERNET ACCESS
015976	00932	NIPSCO	4411.33	25 JUN 97	DEMOTTE UTILITIES-5/15-6/16/ WHEATFIELD UTILITES-5/9-6/10
015977	00933	SPRINT	873.92	25 JUN 97	TELEPHONE-JUNE-WHEATFIELD &
015978	00935	JASPER COUNTY PUBLIC LIBRARY	212000.00	27 JUN 97	PURCHASE 6 MONTH CD
--TOTAL AMOUNT OF CLAIMS--			1241812.83		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 1241812.83. Dated 07 JUL 97.

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015979	00937	ACORDIA PERSONAL BENEFITS, I	948.28	07 JUL 97	QTLY PREMIUMS-EISELE,HEEKE,R
015980	00938	AMBER WHITED	6.63	07 JUL 97	INCOLSA WORKSHOP LUNCH & MIL
015981	00939	AMERICAN BUSINESS DIRECTORIE	322.00	07 JUL 97	IN.BUSINESS DIRECTORY,1997-9
015982	00940	ASSOCIATED LIBRARIES, INC.	219.48	07 JUL 97	BOOKS
015983	00941	AVC CORPORATION	198.00	07 JUL 97	JUNE/JULY FINANCIAL COMP.SER
015984	00942	BAKER & TAYLOR	7676.26	07 JUL 97	BOOKS, GIFT BOOKS
015985	00943	BEN FRANKLIN	7.15	07 JUL 97	SUMMER READING-DEMOTTE CHILD
015986	00944	BETTY A. HUFF (PAS-TIME BOO	618.78	07 JUL 97	BOOKS, A.V.
015987	00945	BROWN'S GARDEN SHOPPE	292.50	07 JUL 97	APRIL LAWN CARE-RENS.
015988	00946	CHARLOTTE FAGEN	21.90	07 JUL 97	MILEAGE
015989	00947	COAST TO COAST	12.86	07 JUL 97	INSECTICIDE,DRIVEWAY PATCH M
015990	00948	DAVIDSON TITLES INC.	4096.21	07 JUL 97	BOOKS
015991	00949	DEMCO	105.47	07 JUL 97	MAGAZINE BINDERS,BK.REPAIR T
015992	00950	DEYOUNG PLUMB, HTG, & AIR CO	364.44	07 JUL 97	THERMOSTAT REPLACEMENT-WHEAT
015993	00951	DIANA KOORY	9.60	07 JUL 97	MILEAGE
015994	00952	DIANE KROS	20.40	07 JUL 97	MILEAGE
015995	00953	EBSCO SUBSCRIPTION SERVICES	6629.69	07 JUL 97	CD-ROM FULL TEXT MAGAZINE SU
015996	00954	FACTS ON FILE, INC.	173.34	07 JUL 97	STANDING ORDER-BOOKS
015997	00955	GAIL JUNG	13.20	07 JUL 97	MILEAGE
015998	00956	GALE RESEARCH INC.	750.32	07 JUL 97	CA LICENSE,SATA,POP MUSIC,SO
015999	00957	GAYLORD BROS.	22747.83	07 JUL 97	ALPHA SERVER/SOFTWARE UPGRAD BACKUP TAPES/DRIVE,MEMORY,HA GISCOM,WORKSTATION,BK.TAPE,S
016000	00958	GOODWIN FIRE EQUIPMENT	48.00	07 JUL 97	FIRE EXTINGUISHER INSPECTION
016001	00959	GPN	199.50	07 JUL 97	VIDEOS
016002	00960	GUY FRIDAY/BARRY RUSH	51.25	07 JUL 97	BATHROOM FIXTURE REPAIRS-DEM
016003	00961	HAMSTRA BUILDERS, INC.	58.46	07 JUL 97	REPAIR EXIT LIGHTS-WHEATFIEL
016004	00962	HIGHSMITH CO. INC.	1070.20	07 JUL 97	BOOKMARK,BK.TRUCK,SHELVING,S
016005	00963	HP PRODUCTS CORP.	615.64	07 JUL 97	CLEANING SUPPLIES,VACUUM/TRA
016006	00964	INDIANA DEPT.OF WORKFORCE DE	978.96	07 JUL 97	2nd QUARTER UNEMPLOYMENT COM
016007	00965	INDIANA STATE LIBRARY	21.00	07 JUL 97	2nd QUARTER PLAC CARDS
016008	00966	INGRAM	151.11	07 JUL 97	PAPERBACK BOOKS
016009	00967	JILL TACHTIRIS	70.50	07 JUL 97	MILEAGE-INCOLSA WORKSHOP
016010	00968	JOURNAL AND COURIER	142.02	07 JUL 97	TECH.SERVICES LIBRARIAN ADVE
016011	00969	JULIE EISELE	57.90	07 JUL 97	MILEAGE-INCOLSA WORKSHOP
016012	00970	KANKAKEE VALLEY POST NEWS	76.00	07 JUL 97	SUBSCRIPTIONS-DEM & WH.(7/97
016013	00971	KAREN'S KIDS PRODUCTS	13.95	07 JUL 97	KIDZETTE SUBSCRIPTION-RENS.
016014	00972	LYNN DAUGHERTY	69.07	07 JUL 97	WORKSHOP/DIRECTOR'S MTG & MI
016015	00973	MICROMARKETING ASSOCIATES	106.80	07 JUL 97	VIDEOS
016016	00974	NATIONAL GEOGRAPHIC SOCIETY	13.90	07 JUL 97	BOOK
016017	00975	ON CUE #6106	448.84	07 JUL 97	VIDEOS/CDs
016018	00976	PHILIP E. HOWARD	70.00	07 JUL 97	LAWN/YARD MTNCE, 5/8-6/14/97
016019	00977	OOMS DISPOSAL SERVICE INC.	45.00	07 JUL 97	TRASH REMOVAL-JULY,AUG,SEP.1
016020	00978	POSTMASTER GENERAL	640.00	07 JUL 97	32 CENT STAMPS-2000
016021	00979	POST TRIBUNE	156.00	07 JUL 97	ANNUAL SUBSCRIPTION-DEM. 7/9
016022	00980	PRECISION CONTROL SYSTEMS, I	1080.00	07 JUL 97	3rd QTR. MTNCE-DEM/RENS. LIB
016023	00981	PUBLIC EMPLOYEES' RETIREMENT	9751.39	07 JUL 97	2nd QTR PAYMENT 1997
016024	00982	REGENT BOOK CO., INC.	60.25	07 JUL 97	BOOKS

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 01 Jul 97

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016025	00983	RENSSELAER REPUBLICAN	334.23	07 JUL 97	LIB. ASST, T.S. LIB.,SYSTEM
016026	00984	RONALD D. McATEE	1130.00	07 JUL 97	PROF.SERVICES-AUTOMATION NET
016027	00985	ROURKE PUBLISHING GROUP	714.75	07 JUL 97	BOOKS
016028	00986	SECURITY COURIERS CORP.	900.96	07 JUL 97	TRANSPORT SERV. 5/30-6/27/97
016029	00987	SELECTVIDEO	178.35	07 JUL 97	VIDEOS
016030	00988	STECK-VAUGHN COMPANY	22.70	07 JUL 97	BOOKS
016031	00989	SUDANCO AFFORDABLE ALTERNATI	947.10	07 JUL 97	THERMAL RECEIPT PAPER
016032	00990	SUNLAND BOOKS, INC.	3447.81	07 JUL 97	BOOKS
016033	00991	TERRY J. FERRELL	194.50	07 JUL 97	COUNTER TOP FOR COMPUTER ROO
016034	00992	TEETERS CULLIGAN	34.70	07 JUL 97	WATER COOLER RENTAL & WATER
016035	00993	THINK TANK INFORMATION SYSTE	12735.69	07 JUL 97	NETWORKING EQUIPMENT
016036	00994	THRASHER	10.00	07 JUL 97	RENEWAL SUBSCRIPTION-DEMOTTE
016037	00995	TIGER DIRECT	57.98	07 JUL 97	TRAINING VIDEOS
016038	00996	TREASURER OF THE STATE OF IN	8.00	07 JUL 97	ROSTER OF STATE & LOCAL OFFI
016039	00997	UNIVERSITY MICROFILMS INTERN	54.30	07 JUL 97	MICROFICHE-RENS.REPUBL.
016040	00998	WAL-MART STORES, INC.	337.40	07 JUL 97	VIDEOS/CDs/SUMMER READING SU
016041	00999	WALSTRA FINE CUT	132.00	07 JUL 97	LAWN CARE-DEMOTTE-MAY 1997
016042	01000	WORLDCOM	851.14	07 JUL 97	DATA & LONG DIST.SERV.-5/19-
--TOTAL AMOUNT OF CLAIMS--			83321.69		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 83321.69. Dated 07 JUL 97.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

JUNE 30, 1997

F5

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES.....			\$1,995.68	\$13,062.05
DeMotte	\$676.25	\$4,696.28		
Rensselaer	\$877.76	\$5,912.86		
Wheatfield	\$441.67	\$2,452.91		
PHOTOCOPIES.....			\$488.25	\$3,783.21
DeMotte	\$148.10	\$1,418.05		
Rensselaer	\$224.40	\$1,794.23		
Wheatfield	\$115.75	\$570.93		
CARDS.....			\$64.00	\$453.00
DeMotte	\$26.00	\$188.00		
Rensselaer	\$24.00	\$199.00		
Wheatfield	\$14.00	\$66.00		
COMPUTER DISKS.....			\$0.00	\$2.10
INTEREST.....			\$8,137.54	\$11,033.42
TAXES.....			\$130,667.12	\$519,495.23
Property Tax	\$100,759.97	\$316,489.58		
Financial Institution Tax	\$738.38	\$738.38		
License Excise Tax	\$29,168.77	\$29,168.77		
Local Option/Certified Shares	\$0.00	\$154,414.00		
Local Option/Property Tax Repl.	\$0.00	\$18,684.50		
State Distribution	\$0.00	\$0.00		
REFUNDS.....			\$97.90	\$1,082.68
Outstanding check (Town/Demotte)	\$0.00	\$18.72		
Sale/Card Catalog/Auction	\$0.00	\$867.26		
Fix Trash Gate Post (Custom Lawn)	\$0.00	\$26.50		
Sidewalk caulking (Peggy Woods)	\$0.00	\$69.30		
Postage	\$0.00	\$3.00		
LaPorte P.L.(travel exp.reimburse.)	\$97.90	\$97.90		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$141,450.49	\$548,911.69
PLAC FUND.....			\$0.00	\$84.00
GIFT FUNDS.....			\$85.00	\$1,106.37
DeMotte	\$15.00	\$130.00		
Rensselaer	\$70.00	\$929.00		
Wheatfield	\$0.00	\$47.37		
BOND & INTEREST REDEMPTION FUND.....			\$82,043.44	\$217,496.09
Property Tax	\$63,265.30	\$198,717.95		
Financial Institution Tax	\$463.62	\$463.62		
License Excise Tax	\$18,314.52	\$18,314.52		
HOST/HOSPITALITY FUND.....			\$0.00	\$1,280.88
LIBRARY IMPROVEMENT FUND.....			\$300.01	\$1,594.19
ORAL HISTORY GRANT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$290.50
INDIANA TECHNOLOGY GRANT FUND.....			\$0.00	\$34,203.55
STATE TECHNOLOGY GRANT 1997.....			\$2,629.33	\$6,152.00
CONSTRUCTION FUND.....			\$40.83	\$347.87
Interest Earned	\$40.83	\$347.87		
WITHHOLDING ACCOUNT FUNDS.....			\$23.81	\$23.81
TOTAL RECEIPTS - ALL FUNDS.....			\$226,572.91	\$811,490.95

AUG.

Revised
AGENDA

Jasper County Public Library Board of Trustees
Monday, August 11, 7:00 PM
Rensselaer
Monthly Meeting

Opening of meeting

- A. Moment of silence
- B. Budget hearing (R 13)

Purpose

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance (R 7)
- D. Library Policies (R 9-12)

General Business

- A. Technology Project Report (R 13)
- B. Building concerns (R 14)
- C. NILBA program report
- D. Wheatfield lawn equipment (R 14)
- E. Kate Robinson Sturgeon bequest
- F. District meeting request
- G. Commemorative plaque

Action
Discussion
Information
Action
Action
Action
Action

Director's Report (R 13 - R 15)

Discussion

Items for future Agendas

Public Forum

Adjournment

AGENDA

**Jasper County Public Library Board of Trustees
Monday, August 11, 7:00 PM
Rensselaer
Monthly Meeting**

	<u>Purpose</u>
<u>Opening of meeting</u>	
A. Moment of silence	
B. Budget hearing (R 13)	
<u>Approval of Consent Agenda & Consent Agenda Items</u>	Action
A. Minutes (R 1)	
B. Bills/Financial Reports (F)	
C. Salary Ordinance (R 7)	
D. Library Policies (R 9-12)	
<u>General Business</u>	
A. Technology Project Report (R 13)	Action
B. Building concerns (R 14)	Discussion
C. NILBA program report	Information
D. Wheatfield lawn equipment (R 14)	Action
<u>Director's Report</u> (R 13 - R 15)	Discussion
<u>Items for future Agendas</u>	
<u>Public Forum</u>	
<u>Adjournment</u>	

MINUTES.....JULY 7, 1997
Meeting of the Jasper County Public Library Board 7:00 PM

Present: Mary Linda Casey, Wilbur Doty, Mary Duggleby, Anne-Marie Egan, Robert Souza, and Lynn Daugherty. Absent: Barbara Leestma, Patrick O'Rourke.

Approval of Agenda/Consent Agenda: W. Doty requested the Public Records Policy and Circulation Policy be removed from the Consent Agenda. A motion by R. Souza was made to approve the Agenda as amended and Consent Agenda items including the June Minutes, Bills/Financial Reports, Salary Ordinance, Public Relations & Public Information Policy, Microform Reader-Printer Policy, Study Room Policy, and PERF Resolution. A-M Egan seconded the motion. Motion passed.

Public Records Policy: W. Doty moved that the section regarding disclosure of library circulation records be removed from the Public Records Policy. Motion failed for lack of a second. A-M Egan moved to change the proposed additional section to change the phrase *minor children* to *children age 14 and under*. R. Souza seconded the motion. Motion passed with one nay vote cast.

Circulation Policy: W. Doty led a discussion regarding the legality of a parent/guardian's signature for minor children 14 and under to obtain a library card, the proposed wording in the Public Records policy referring to children under 18 and the need to keep the Public Records and Circulation policies consistent with each other. The Circulation Policy was approved as originally presented on a motion by A-M Egan, seconded by R. Souza. Motion passed 4-1.

Technology Project: Sprint has not yet completed their work but should have everything hooked up by end of month. Ronald McAtee has done an excellent job in the absence of a Systems Administrator. The newer computers in offices and at workstations that were not originally wired cannot access Galaxy unless more wiring is done or we upgrade to Graphical Galaxy, a window's version of our present system. Another hub will be needed too. W. Doty moved we spend the additional \$6700 to purchase Graphical Galaxy if acceptable to the staff. A-M Egan seconded the motion. Motion passed 4-1.

Building Concerns: Actuators and valve stems have been installed at both libraries. The addition of low pressure controls, oil pressure controls, and time delay relay have been installed for \$1025 as recommended by Precision Control. They further feel a hot gas bypass, and some repiping is needed to get the oil pushed out to the condenser quicker. They have asked Carrier to send a representative to provide expertise in assessing our air conditioning system before making any more recommendations. A. M. Egan moved, seconded by W. Doty, that a portable room air conditioner be installed in the Computer Room to handle emergency situations. Vote was unanimous.

The filters on the heating water lines have not been installed yet. The letter to the architect informing him of the upcoming filter installation has been delayed until we receive a bill for the valve stems and other recent changes to the HVAC. The Director has, however, sent the architect

and the design engineers a synopsis of the year's air conditioning problems and a copy of the letter recommending the recent upgrades to the air conditioning system.

1998 Budget: The location for the board meeting for the adoption of the budget was changed to the Wheatfield Library. On a motion by W. Doty, seconded by A-M Egan, the board approved to advertise the budget as presented with the change in the September meeting location. All were in favor.

Dan Cain Workshop: Delphi Public Library is hosting a Dan Cain Workshop one day during the week of August 18th. It will be held on a weekday during daytime hours. Any board member is welcomed and encouraged to attend this excellent workshop. Those wishing to attend should contact L. Daugherty for further information.

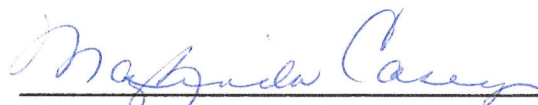
NILBA Dinner: On July 30th the Lowell Public Library is hosting the NILBA dinner at Dante's in Lowell. Please RSVP to Gail by July 21. Board members may make reservations until July 28th but will need to pay at the door. The library will reimburse.

KV School Superintendent Visit: L. Daugherty, M. Duggleby, and possibly P. O'Rourke, will talk with KV School Superintendent, Dr. James Lewis, in August before the school year begins about our interest in purchasing all or part of the school's parking lot adjacent to the Wheatfield Library.

Workshop: L. Daugherty was given permission to attend the Employment & Labor Law in Indiana workshop in September on a motion by R. Souza. A-M Egan seconded the motion. Vote was unanimous.

With no further business R. Souza moved to adjourn. A-M Egan seconded the motion. Meeting adjourned at 8:10 PM


Attest: Mary Duggleby, Secretary


Mary Linda Casey, President

MEMORANDUM

3 Items Not On the Agenda

Memorial to Local Authors: Sue Smith approached me on behalf of the Rensselaer City Council, two months ago, asking that we allow them to put something in or around the library to honor the memory of local authors who have gained national prominence. They are thinking specifically of:

Eleanor Stackhouse Atkinson
Titles: Greyfriar's Bobby, Johnny Appleseed
Edison Marshall

Titles: 40 dramatic novels including The Viking which became a movie
James F. Hanley

Titles: Andersonville, Vicksburg

The plaque would list "those local authors who have made a national impact". Either a bronze plaque in the library or possibly a stone bench under the big tree behind the library, with the plaque in the cement pad on which it sits (as at Wheatfield), are options.

They would like reaction from the library board.

I looked up each of the named authors. Two were undeniably of national stature. James Frank Hanly, however, while an important person (Indiana governor, etc.), is not listed as having any connection with Jasper County, and in one biographical vignette, his writing is not even mentioned. It does not seem to be what made him important.

However, if the plaque listed the Rensselaer City Council as the plaque donor, the Library would not be a part of any controversy about who was worthy of inclusion.

What do you think?

Indiana Library Association District Meeting: The entire DeMotte staff wishes to attend this meeting which offers good programs close by (Porter County Expo Center). Would you allow libraries to close if all wish to go?

We did not hold a Staff Development (1/2) Day this spring, since we were in the midst of the networking project. This fall, however, we plan to have a Staff Development (1/2) Day. Once our network is up and running, there will be many technology issues on which staff need training. We will begin making plans at this week's Management Meeting. That will mean we would be closed (possibly) one day for District Meeting and 1/2 day for an in-service program. I feel these closings are justified, but it is the board's decision to make. The program for the ILF District Meeting is attached.

Kate Robinson Sturgeon bequest: We have received our check for \$2,000 from the Kate Robinson Sturgeon estate. This bequest is for the Jasper County Public Library, not specifically for the Rensselaer Public Library. The board needs to determine what to do with this money. The ideas we have come up with are:

1. Put it in the Memorial Fund in memory of Bonnie Powell
2. Use it to buy genealogical CD ROM that could be networked between libraries (this is the management staff's only suggestion)
3. It could be used to purchase a piece of local artwork for each library
4. ??

I'm sorry I didn't get these into the packet, but thought I would mail this memo to you to give you time to ponder the issues.

Lynn

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

July 1997

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	126	27.3	106	23.0	186	40.3	418	90.6
LOCAL HISTORY								
In person		0.0	24	6.8		0.0	24	6.8
Letters written		0.0	5	5.0		0.0	5	5.0
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer agreements	10	0.8	104	8.7	17	1.4	131	10.9
Computer software used	10	0.8	117	9.8	22	1.8	149	12.4
VCR Use	5	0.7	0	0.0	0	0.0	5	0.7
Microforms		0.0	41	5.5	0	0.0	41	5.5
CD ROM software used	170	14.2	68	5.7	32	2.7	270	22.5
Public use of FAX service	16	2.7	18	3.0	0	0.0	34	5.7
Typewriter use	5	0.3	1	0.1	2	0.1	8	0.4
Other equipment used	0	0.0	1	0.3	0	0.0	1	0.3
OTHER LIBRARY SERVICES USED								
Walking book visits	2	1.3		0.0	0	0.0	2	1.3
Notarized documents	0	0.0	3	0.8	0	0.0	3	0.8
Meeting Room Use (number of groups)	18	6.0	14	4.7	2	0.7	34	11.3
Study room use	7	0.6	16	1.3	3	0.3	26	2.2
Ref book/vf copies made		0.0		0.0		0.0	0	0.0
Tax forms distributed		0.0		0.0		0.0		0.0
INTERLIBRARY LOANS								
Requests made for:	51	12.8	33	8.3	4	1.0	88	22.0
Items rec'd for:	38	19.0	42	21.0	1	0.5	81	40.5
Items requested by other libraries							0	
Items supplied to other libraries		0.0		0.0		0.0	0	0.0
PROGRAMS								
Children's Programs (0-13)	5	30	7	42	6	36	18	108
Number attending	255		256		63		574	
YA Programs (14-17)		0		0		0	0	0
Number attending			1				1	
Adult Programs		0	9	54	9	54	18	108
Number attending					94		94	
Senior Citizen Programs		0		0		0	0	0
Number attending							0	
TOTAL NO. OF PROGRAMS	5	30	16	96	15	90	36	216
TOTAL PERSONS ATTENDING	255		257		157		669	
TOTAL HOURS SPENT		146.4		295.7		228.7		670.8

WHEATFIELD COLLECTION

MONTH
END

V
O
L
U
M
E
S

ADULT BOOKS

8440	8064
7176	5567

Nonfiction

6064	5844
3300	3240

CHILDREN'S BKS

Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

3 3

3 3 GRAPHIC MAT'L

0 0 MICROFORMS

1172	1066
45	45
5	5
112	57

1172	1066
45	45
5	5
112	57

1172	1066	SOUND REC,ADULT
45	45	SOUND REC., CH
5	5	CD ROM SOFTWARE
112	57	SOFTWARE

745 685

747 687 VHS
0 0 EQUIPMENT

38355	35108	38993	35598	49868	45877	49762	45793	26809	24372	27227	24682	TOTAL
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[illegible]

CIRCULATION BY ITEM FINE CODE

July 1997

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	51	47	14	112
100 (1)	50	65	14	129
200 (2)	41	24	24	89
300 (3)	199	152	54	405
400 (4)	11	15	3	29
500 (5)	65	50	32	147
600 (6)	536	360	212	1108
700 (7)	359	200	82	641
800 (8)	60	52	26	138
900 (9)	202	128	41	371
B (10)	59	90	42	191
j000 (11)	8	10	1	19
j100 (12)	10	18	5	33
j200 (13)	9	10	4	23
j300 (14)	50	77	12	139
j400 (15)	20	9	2	31
j500 (16)	294	202	125	621
j600 (17)	132	131	25	288
j700 (18)	154	197	61	412
j800 (19)	35	42	10	87
j900 (20)	50	40	62	152
jB (21)	61	39	29	129
FIC (22)	1815	1828	535	4178
yaFIC (23)	95	106	37	238
LARGE PRINT (24)	60	61	24	145
jFIC (25)	508	432	140	1080
jE (26)	1442	1450	605	3497
jER (27)	552	272	114	938
Magazines (28)	1040	508	281	1829
Games/Toys (29)	0	7	0	7
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	162	267	59	488
jCassettes (33)	39	105	21	165
Compact Discs (34)	135	204	237	576
jCompact Discs (35)	1	4	2	7
Sound Recordings (36)	6	7	0	13
jSound Recordings (37)	4	12	0	16
CD ROM Software (38)	12	21	11	44
Vertical File (39)	86	53	10	149
Equipment (40)	1	0	0	1
yapFIC (41)	515	233	137	885
jpFIC (42)	434	234	84	752
Reference (43)	39	42	2	83
Genealogy (44)	0	0	0	0
jMagazines (45)	125	28	35	188
VHS (46)	566	966	513	2045
Computer software (47)		0	0	0
Internet usage (49)		80	0	80
Free reads	295	301	148	744
Puzzles				0
Talking books		1		1
Assignment shelf books				0
TOTAL	10388	9180	3875	23443

Salary Ordinance 1997

August 1997 update

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date	Raise Date(s)
Eisele, Julie*	Lib Asst 2	\$8.44	40	R	8/12/91	Res. 8/11/97
Filson, Stephanie*	Lib Asst II	\$7.64	40	R	1/2/96	
Hesterman, Sandi*	Lib. Asst I	\$7.15	24	W	6/17/96	
Thompson, Linda*	Clerk	\$5.75	18	W	6/17/96	1/28/98
Kaluf, Amber	Page	5.00/5.15	10	D	7/14/97	9/1
Karch, Angela*	Page	\$5.75	10	D	11/22/94	
	Page	5.00/5.15	10	W	5/13/97	5/16/98
Rusher, Lisa*	Lib. Asst II/Bkp	\$7.64	40	R	8/21/95	
Salyers, Cathy	Tech Serv Lib	\$13.75	20	R		
Whited, Amber	Lib. Asst 1	\$7.95	40	R	3/14/90	

lie Eisele, Tech Services Assistant II, has resigned to take a job in Indianapolis..Stephanie Filson, formerly Lib Asst I in public service at Rensselaer, has taken her place. Amber Whited, has moved into Stephanie's former position at no change in classification but has gone from 24 hours at Wheatfield to 40 hours at Rensselaer. Sandi Hesterman, formerly Wheatfield clerk, has taken Amber's job at Wheatfield, increasing her hours from 18 to 24. Linda Thompson, formerly Wheatfield page, has increased her hours and moved up to Sandi's clerk position. The page position at Wheatfield is presently unfilled.

Angela Karch has resigned as DeMotte page to attend college. Amber Kaluf has taken her place.

Lisa Rusher has been promoted from a Library Assistant I to Library Assistant II because of the specialized nature of many of her duties. She is now fully able to handle the library's financial accounting program, including payroll and accounts payable and receivable. She plans and presents all adult story hours for CDC clients, substitutes for Jackie when needed for children's story hours and summer reading club.

Cathy Salyers will work part-time as Technical Services Librarian to help reduce the cataloging backlog while a new Technical Services Librarian is hired and acclimated to the job.

Mary S. Duggleby

Patricia Munk

Margie Casey

Barbara Lestera

Deanne Marie Egan

Robert Souza

MEMORANDUM

Art Exhibit & Display Case Use Policy
Bulletin Board Policy
Food, Tobacco, Drug and Alcohol Policy

Summary: Minor changes are recommended by the Policy Committee in each policy.

Discussion: Suggested changes are in italics or in a box.

Vote: To approve the Art Exhibit & Display Case Use Policy, Bulletin Board Policy and Food, Tobacco, Drug and Alcohol Policy as amended by the Policy Committee.

BULLETIN BOARD POLICY

JCPL bulletin boards and pamphlet racks in our foyers serve as a medium of communication between the Library and the public and serve to promote the Library.

While first considerations are given to needs of the Library, notices of nonprofit civic, cultural, or educational organizations may be accepted for display as space permits. Political or commercial advertisements shall not be accepted for display. Posters and notices may not be larger than 8 1/2" by 11".

Individuals or nonprofit groups may advertise items or services for sale as space permits. These notices must be no larger than 3" by 5" in size and will be allowed to remain posted for only one week.

Notices need approval by the Library prior to posting. The Library reserves the right to determine what shall be exhibited.

Posting of materials in the Library does not necessarily indicate the Library's endorsement of the issue or event promoted by those materials.

All notices and displays are posted at the risk of the person or group, and the Library bears no responsibility for damage to notices or for their unauthorized removal from the display areas.

Containers for contributions may not be placed in the Library. The only types of merchandising permitted are sales or activities for which the Library is the beneficiary.

Questions concerning the posting of any specific notice, poster or other material should be referred to the Agency Librarian who may consult with the Director when necessary.

FOOD, TOBACCO, DRUG AND ALCOHOL POLICY

Food and beverages are prohibited in all public areas of the library, excluding the meeting rooms. The use of tobacco products is not permitted in any part of the library buildings.

The unlawful manufacture, distribution, dispensing, possession or use of any controlled substances is prohibited on library property. Violations will be reported to local law enforcement authorities.

Use of alcoholic beverages is prohibited on all library property.

8/94; revised 8/95; 6/96

Draft 8/97

ART EXHIBIT AND DISPLAY CASE USE POLICY

The Jasper County Public Library provides limited space for display of original works of art and crafts as well as display of private collections. Such exhibits are encouraged as a cultural expression of local community activity.

The use of the Library facilities for exhibits or displays is not a right but a privilege which is subject to review by an Exhibit Committee. This committee of library staff persons must approve any art work or collection before it can be displayed and will determine the most appropriate location for the exhibit.

Persons wishing to exhibit their work must submit the attached application to the Exhibit Committee.

Collection displays or art exhibits may be shown at the library for 60 day periods of time. ***An individual or group may not reserve exhibit space more than 2 times in a calendar year.*** The Library reserves the right to change, reschedule or cancel exhibits when necessary.

No prices, sale notices or advertising other than the artist's name, address and phone number may be affixed to artistic pieces.

The Library is not responsible for loss or damage incurred while the exhibited items are in the library. All items placed in the Library are placed there at the owner's risk.

8/94; reviewed 8/95; 8/96
draft 8/97

CIRCULATION BY PATRON CODE

July 1997

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
Adult Male (0)	935	9.4%	978	11.1%	417	11.2%	2330	10.4%
Adult Female (1)	5462	54.7%	4323	49.1%	2150	57.8%	11935	53.0%
Juvenile 0-11 (2)	2248	22.5%	2060	23.4%	651	17.5%	4959	22.0%
YA 12-17 (3)	501	5.0%	461	5.2%	213	5.7%	1175	5.2%
Nonresident No Fee (4)	87	0.9%	237	2.7%	19	0.5%	343	1.5%
Board/Staff (5)	313	3.1%	423	4.8%	232	6.2%	968	4.3%
School (6)	0	0.0%	25	0.3%	0	0.0%	25	0.1%
St. Joseph College (7)	0	0.0%	25	0.3%	0	0.0%	25	0.1%
State Library Card (8)	9	0.1%	4	0.0%	0	0.0%	13	0.1%
Nonresident Fee (9)	32	0.3%	25	0.3%	0	0.0%	57	0.3%
Corporate (10)	0	0.0%	41	0.5%	37	1.0%	78	0.3%
Reciprocal (11)	395	4.0%	194	2.2%	2	0.1%	591	2.6%
Total	9982		8796		3721		22499	
 Total items borrowed by nonresidents	 523	 5.2%	 510	 5.8%	 21	 0.6%	 1054	 4.7%
REGISTRATIONS								
Borrowers--Start of month:	5918		6164		2476		14558	
Borrowers--End of month:	6024		6244		2511		14779	
 Non-resident, paying	 9		 15		 0		 24	
PLAC card users	3		3		0		6	
Reciprocal borrowers	177		101		11		289	

Something Out of Nothing: Finding New Funding for Your Library
Sara Laughlin, Speaker

Long range planning is the first step. This is often a requirement in order to qualify for grants, etc. The technology long range plan should be a part of the general long range plan. To do this, she recommends:

1. The board should look at the full range of roles libraries could fill and pick four or five which we think we can fund.
2. Do a community survey, perhaps using focus groups, to identify what citizens think of the library, the services it offers, ease of use, needs it does and does not fill.
3. Identify strengths and weaknesses in the library as it now exists.
4. Develop a strategy--the activities needed to fulfill the 4 or 5 roles chosen to be funded. Truly focus library activities and funding on these roles. Look at what the staff is doing that they don't need to do anymore. Look at what they could do more efficiently.
5. Examine funding needs. What are we not doing that we list as part of our top 4-5 priorities? Make a list of all possible sources of funding, and determine which sources are most appropriate for which funding needs.

Possible funding sources indentified:

Property tax
Excise Tax
Income Tax
Bonding
Friends fund raising efforts
Fines and fees
Interest on investments
Endowments (library and community foundation)
Grants
Build Indiana
Capital Projects Fund

Gifts

Sale of unuseable properties

Other comments of note:

Overall, Indiana's Friends of the Library groups make about 50% of their proceeds from book sales, 40% from membership fees and only a tiny percentage from corporate funds. Friends could do a lot more in the area of getting corporate support for their libraries.

Endowments and gifts should pay for a bigger percentage of a library's needs than they generally do. Cause-related fundraising is the fast-growing type, and the easiest to get. People who are enthusiastic about the project the funds will support are willing to give. It is the job of trustees to do fundraising. The first rule of board fundraising is that trustees should be willing to give themselves. In order to convince others to give, one has to be willing to give themselves. With libraries, this is rarely evident.

It is counterproductive to whine about not having enough money. No one has enough. It is better to thank people for what we have, and let people know what we are doing with what we have.

A recommended book: Fundraising for the Small Public Library by James Swan.

Zulu proverb: You have to go fetch the future. It's not coming to you. It's running away.

JOPL FINANCIAL STATEMENT

July 1997

	<u>Beginning 1997 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$428,405.17	\$3,200.29	\$552,111.08	\$119,708.16	\$661,961.59	\$318,555.56
Investments \$250,000.00						
Public Library Access Card Fund	\$40.00	\$0.00	\$84.00	\$21.00	\$124.00	\$0.00
Gift Fund	\$2,694.83	\$2,610.00	\$3,716.37	\$63.30	\$929.23	\$5,481.97
DeMotte	\$905.58	\$160.00	\$290.00	\$36.35	\$71.30	\$1,124.28
Rensselaer	\$1,019.55	\$2,350.00	\$3,279.00	\$26.95	\$784.21	\$3,514.34
Wheatfield	\$769.70	\$100.00	\$147.37	\$0.00	\$73.72	\$843.35
Bond & Interest Redemption Fund	\$96,902.46	\$0.00	\$217,496.09	\$0.00	\$101,632.50	\$212,766.05
Investments \$212,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$1,280.88	\$0.00	\$1,280.88	\$0.00
Library Improvement Reserve Fund	\$69,841.66	\$252.48	\$1,846.67	\$13,035.69	\$27,448.24	\$44,240.09
Investments \$0.00						
Netty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund	\$1,471.65	\$0.00	\$0.00	\$0.00	\$1,389.10	\$82.55
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$376.80	\$0.00	\$290.50	\$3.90	\$576.82	\$90.48
Indiana Technology Grant Fund	\$0.00	\$0.00	\$34,203.55	\$0.00	\$34,203.55	\$0.00
State Technology Grant 1997	\$0.00	\$0.00	\$6,152.00	\$0.00	\$6,152.00	\$0.00
Construction Fund	\$9,263.77	\$24.90	\$372.77	\$0.00	\$5,325.96	\$4,310.58
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
State Tax Collected	\$0.00	\$0.00	\$0.00	\$94.53	(\$1,411.81)	\$1,411.81
County Tax Collected	\$0.00	\$0.00	\$0.00	\$1.92	(\$427.18)	\$427.18
Employee Health Insur.	\$328.78	\$0.00	\$23.81	(\$17.51)	(\$187.33)	\$539.92
Employee P.E.R.F.	\$2,991.93	\$0.00	\$0.00	\$2,367.49	\$1,917.75	\$1,074.18
TOTAL ALL FUNDS.....	\$612,517.05	\$6,087.67	\$817,578.62	\$135,278.48	\$840,915.30	\$569,180.37

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
31 Jul 97

1.	BANK ONE CHECKING	8867.46
2.	BANK ONE-CONSTRUCTION FUND SAV	4310.58
3.	BANK ONE-LIRF	44240.09
4.	PEOPLES STATE BANK	54390.67
5.	DEMOTTE STATE BANK	15371.57
6.		.00
7.		.00
8.		.00
9.		.00
10.		.00
11.	PINNACLE BANK CDs (2)	250000.00
12.	INDIANA FEDERAL CD#9100174254	.00
13.	PEOPLES STATE BANK CDs	.00
14.	PEOPLES CD#3000480	212000.00
15.		.00
TOTAL ALL BANK ACCOUNTS		589180.37

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

31 Jul 97

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	41912.00	3456.00	24140.13	17771.87	57.6
1.12	SALARY OF ASSISTANTS	492774.78	36545.37	264552.36	228222.42	53.7
1.13	WAGES OF JANITORS	36366.75	2395.73	16359.67	20007.08	45.0
1.21	EMPLOYER'S SHARE-FICA	43689.74	3243.54	23336.50	20353.24	53.4
1.22	UNEMPLOYMENT COMPENSATION	3104.00	978.96	2863.18	240.82	92.2
1.23	EMPLOYER'S CONTRIB.- PERF	24150.00	6309.72	17743.32	6406.68	73.5
1.24	EMPLOYER'S CONTRIB.- INS.	16200.00	644.02	3311.94	12888.06	20.4
1.31	OTHER PERSONAL SERVICES	1000.00	.00	152.36	847.64	15.2
2.11	OFFICIAL RECORDS	1000.00	.00	397.00	603.00	39.7
2.12	STATIONERY AND PRINTING	700.00	.00	564.00	136.00	80.6
2.13	OTHER OFFICE SUPPLIES	5200.00	.00	1962.41	3237.59	37.7
2.21	CLEANING & SANITATION SUPPLIES	4000.00	615.64	2046.19	1953.81	51.2
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	4.34	15.66	21.7
2.23	OTHER OPERATING SUPPLIES	4200.00	.00	565.22	3634.78	13.5
2.31	BUILDING MATERIALS & SUPPLIES	700.00	3.99	551.44	148.56	78.8
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	.00	200.00	.0
2.33	REPAIR PARTS	500.00	8.87	156.37	343.63	31.3
2.41	LIBRARY SUPPLIES	4500.00	402.10	2712.27	1787.73	60.3
2.42	AUTOMATION SUPPLIES	4300.00	947.10	1968.07	2331.93	45.8
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	.00	652.50	597.50	52.2
3.14	OTHER PROFESSIONAL SERVICES	9400.00	1130.00	3295.57	6104.43	35.1
3.21	TELEPHONE	12000.00	1002.57	6816.53	5183.47	56.8
3.22	POSTAGE	6650.00	640.00	3217.70	3432.30	48.4
3.23	TRAVELING EXPENSE	4500.00	227.00	1960.95	2539.05	43.6
3.24	PROFESSIONAL MEETINGS	6297.90	322.20	2324.22	3973.68	36.9
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17621.00	946.18	6623.06	10997.94	37.6
3.31	ADVERTISING & PUBLIC NOTICES	900.00	476.25	893.95	6.05	99.3
3.32	OTHER PRINTING	150.00	.00	.00	150.00	.0
3.41	OFFICIAL BONDS	250.00	.00	50.00	200.00	20.0
3.42	OTHER INSURANCE	18000.00	.00	10142.00	7858.00	56.3
3.51	GAS	27000.00	548.12	18813.67	8186.33	69.7
3.52	ELECTRICITY	51000.00	5465.70	27775.06	23224.94	54.5
3.53	WATER	1000.00	74.90	450.05	549.95	45.0
3.54	WASTE DISPOSAL SERVICES	2500.00	217.07	1351.94	1148.06	54.1
3.61	BUILDING & STRUCTURES	34026.50	1163.15	11169.40	22857.10	32.8
3.62	EQUIPMENT	4000.00	48.00	1739.43	2260.57	43.5
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	149.65	75.35	66.5
3.91	DUES	2100.00	.00	950.00	1150.00	45.2
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	.00	.00	.00	.00	.0
3.95	SERVICE CONTRACTS	9400.00	900.96	5157.38	4242.62	54.9
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	30000.00	1278.00	3723.60	26276.40	12.4
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	97000.00	23263.20	72945.78	24054.22	75.2
4.51	BOOKS	137000.00	17998.12	78418.68	58581.32	57.2
4.52	PERIODICALS & NEWSPAPERS	36700.00	6936.04	24944.52	11755.48	68.0
4.53	NONPRINTED MATERIALS	33300.00	1507.71	15009.18	18290.82	45.1
	-TOTAL-	1226957.67	119708.16	661961.59	564996.08	54.0

CHANGES TO APPROPRIATION REPORT
DATE 31 Jul 97

F3a.1

Fund/Account No	Date	Amount	Explanation
100-1.12	02 Jan 97	24357.78	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.13	02 Jan 97	2775.75	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.21	02 Jan 97	2078.74	ENCUMBERED FUNDS/BD.ACTION 12-96
100-3.24	04 Jun 97	97.90	REIMBURSED/V.MARAVILLA ILF EXPEN
100-3.61	08 Apr 97	26.50	REIMBURSE FOR TRASH GATE REPAIR
100-3.94	21 May 97	-55000.00	PER BD.RESOLUTION-5/12/97
100-4.4	21 May 97	55000.00	PER BD.RESOLUTION-5/12/97
100-4.52	13 Feb 97	-3300.00	PER BOARD APPROVAL-2/11/97 MTG.
100-4.53	13 Feb 97	3300.00	PER BOARD APPROVAL-2/11/97 MTG.
120.03-3.81	21 Jul 97	.00	
120.03-3.82	21 Jul 97	203265.00	annual appropriation not entered
155-3.21	30 Apr 97	-1.00	OVERAPPROPRIATED FUND
177-4.4	30 Jun 97	1000.00	ENTRY ERROR-SHOULD'VE BEEN \$6152
180-3.14	15 Jan 97	131.92	INTEREST EARNED 4th QUARTER 1996
180-3.14	30 Apr 97	130.89	INTEREST EARNED 1st QTR.1997
180-3.14	30 May 97	44.23	INTEREST EARNED MAY 1997

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Jul 97

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
IND EFT	01048	INDIANA DEPARTMENT OF REVENU	1935.44	10 JUL 97	STATE & COUNTY TAX WITHHELD- REF.#02767, VERIFICATION COD 7/10/97 @2:12 cdt
FED EFT	01091	INTERNAL REVENUE SERVICE CEN	5315.83	25 JUL 97	FED & FICA TAX WITHHELD 25 J REF #07108084, TRANSFER 7/28
FED EFT	01047	INTERNAL REVENUE SERVICE CEN	5358.52	10 JUL 97	FICA & FED TAX WITHHELD 10 J REF #06067209, TRANSFER 11 J
006498	01013	MARLENE BEEDLE	458.75	10 JUL 97	PAYROLL
006499	01022	BELSTRA, COURTNEY B.	100.75	10 JUL 97	PAYROLL
006500	01006	GLENDA BROWN	622.69	10 JUL 97	PAYROLL
006501	01009	RENEE CARR	448.20	10 JUL 97	PAYROLL
006502	01026	VALERIE A. COLVIN	239.50	10 JUL 97	PAYROLL
006503	01008	LYNN DAUGHERTY	929.78	10 JUL 97	PAYROLL
006504	01012	JULIE EISELE	522.84	10 JUL 97	PAYROLL
006505	01001	CHARLOTTE FAGEN	723.38	10 JUL 97	PAYROLL
006506	01025	STEPHANIE D. FILSON	456.63	10 JUL 97	PAYROLL
006507	01023	HEEKE, MICHELLE M.	889.44	10 JUL 97	PAYROLL
006508	01029	SANDRA L. HESTERMAN	204.18	10 JUL 97	PAYROLL
006509	01011	ROSE E. HOWARD	511.61	10 JUL 97	PAYROLL
006510	01014	GAIL M. JUNG	707.31	10 JUL 97	PAYROLL
006511	01020	ANGELA M. KARCH	91.60	10 JUL 97	PAYROLL
006512	01034	ERIN C. KINGMAN	94.19	10 JUL 97	PAYROLL
006513	01007	DIANA KOOS	438.75	10 JUL 97	PAYROLL
006514	01004	JOAN KOPANDA	479.58	10 JUL 97	PAYROLL
006515	01005	KROS, DIANE	587.91	10 JUL 97	PAYROLL
006516	01033	KAREN R. LEICHTY	181.19	10 JUL 97	PAYROLL
006517	01016	SHARON K. LEWIS	96.83	10 JUL 97	PAYROLL
006518	01031	KRISTINE L. MAYS	355.12	10 JUL 97	PAYROLL
006519	01037	MANDY NARCAROTI	25.28	10 JUL 97	PAYROLL
006520	01024	DIANE M. OPOLSKI	390.46	10 JUL 97	PAYROLL
006521	01027	JACKIE REAGAN	692.60	10 JUL 97	PAYROLL
006522	01021	LISA RUSHER	475.48	10 JUL 97	PAYROLL
006523	01002	SHARON SCHULENBERG	584.33	10 JUL 97	PAYROLL
006524	01018	JACK STANDISH	312.87	10 JUL 97	PAYROLL
006525	01035	PATRICIA STRINGFELLOW	446.50	10 JUL 97	PAYROLL
006526	01003	JILL TACHTIRIS	621.46	10 JUL 97	PAYROLL
006527	01036	LINDA THOMPSON	87.95	10 JUL 97	PAYROLL
006528	01030	VIRGINIA VIS	99.27	10 JUL 97	PAYROLL
006529	01032	VIRGINIA L. VIS	154.87	10 JUL 97	PAYROLL
006530	01028	SUSAN M. WAKELAND	87.06	10 JUL 97	PAYROLL
006531	01015	WEBSTER, RACHAEL D.	509.28	10 JUL 97	PAYROLL
006532	01010	WHITED, AMBER	376.25	10 JUL 97	PAYROLL
006533	01019	MARGARET M. WOODS	582.05	10 JUL 97	PAYROLL
006534	01017	LEANNE YORK	901.14	10 JUL 97	PAYROLL
006535	01061	MARLENE BEEDLE	414.01	25 JUL 97	PAYROLL
006536	01070	BELSTRA, COURTNEY B.	91.90	25 JUL 97	PAYROLL
006537	01054	GLENDA BROWN	622.69	25 JUL 97	PAYROLL
006538	01057	RENEE CARR	489.51	25 JUL 97	PAYROLL

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Jul 97

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
006539	01074	VALERIE A. COLVIN	221.64	25 JUL 97	PAYROLL
006540	01056	LYNN DAUGHERTY	929.78	25 JUL 97	PAYROLL
006541	01060	JULIE EISELE	522.85	25 JUL 97	PAYROLL
006542	01049	CHARLOTTE FAGEN	723.38	25 JUL 97	PAYROLL
006543	01073	STEPHANIE D. FILSON	456.63	25 JUL 97	PAYROLL
006544	01071	HEEKE, MICHELLE M.	889.44	25 JUL 97	PAYROLL
006545	01077	SANDRA L. HESTERMAN	235.16	25 JUL 97	PAYROLL
006546	01059	ROSE E. HOWARD	528.44	25 JUL 97	PAYROLL
006547	01062	GAIL M. JUNG	731.12	25 JUL 97	PAYROLL
006548	01084	AMBER J. KALUF	26.38	25 JUL 97	PAYROLL
006549	01068	ANGELA M. KARCH	92.86	25 JUL 97	PAYROLL
006550	01055	DIANA KOODY	438.75	25 JUL 97	PAYROLL
006551	01052	JOAN KOPANDA	479.58	25 JUL 97	PAYROLL
006552	01053	KROS, DIANE	615.65	25 JUL 97	PAYROLL
006553	01064	SHARON K. LEWIS	116.20	25 JUL 97	PAYROLL
006554	01079	KRISTINE L. MAYS	350.76	25 JUL 97	PAYROLL
006555	01083	MANDY NARCAROTI	161.82	25 JUL 97	PAYROLL
006556	01072	DIANE M. OPOLSKI	390.46	25 JUL 97	PAYROLL
006557	01075	JACKIE REAGAN	692.60	25 JUL 97	PAYROLL
006558	01069	LISA RUSHER	475.48	25 JUL 97	PAYROLL
006559	01050	SHARON SCHULENBERG	584.33	25 JUL 97	PAYROLL
006560	01066	JACK STANDISH	312.87	25 JUL 97	PAYROLL
006561	01081	PATRICIA STRINGFELLOW	532.01	25 JUL 97	PAYROLL
006562	01051	JILL TACHTIRIS	618.07	25 JUL 97	PAYROLL
006563	01082	LINDA THOMPSON	87.95	25 JUL 97	PAYROLL
006564	01078	VIRGINIA VIS	55.41	25 JUL 97	PAYROLL
006565	01080	VIRGINIA L. VIS	78.36	25 JUL 97	PAYROLL
006566	01076	SUSAN M. WAKELAND	148.90	25 JUL 97	PAYROLL
006567	01063	WEBSTER, RACHAEL D.	459.46	25 JUL 97	PAYROLL
006568	01058	WHITED, AMBER	287.28	25 JUL 97	PAYROLL
006569	01067	MARGARET M. WOODS	582.05	25 JUL 97	PAYROLL
006570	01065	LEANNE YORK	901.14	25 JUL 97	PAYROLL
015979	00937	ACORDIA PERSONAL BENEFITS, I	948.28	07 JUL 97	QTLY PREMIUMS-EISELE,HEEKE,R
015979 VO	01038	ACORDIA PERSONAL BENEFITS, I	-948.28	10 JUL 97	WRONG AMT-VOID CK #015979,A/
015980	00938	AMBER WHITED	6.63	07 JUL 97	INCOLSA WORKSHOP LUNCH & MIL
015981	00939	AMERICAN BUSINESS DIRECTORIE	322.00	07 JUL 97	IN.BUSINESS DIRECTORY,1997-9
015982	00940	ASSOCIATED LIBRARIES, INC.	219.48	07 JUL 97	BOOKS
015983	00941	AVC CORPORATION	198.00	07 JUL 97	JUNE/JULY FINANCIAL COMP.SER
015984	00942	BAKER & TAYLOR	7676.26	07 JUL 97	BOOKS, GIFT BOOKS
015985	00943	BEN FRANKLIN	7.15	07 JUL 97	SUMMER READING-DEMOTTE CHILD
015986	00944	BETTY A. HUFF (PAS-TIME BOO	618.78	07 JUL 97	BOOKS, A.V.
015987	00945	BROWN'S GARDEN SHOPPE	292.50	07 JUL 97	APRIL LAWN CARE-RENS.
015988	00946	CHARLOTTE FAGEN	21.90	07 JUL 97	MILEAGE
015989	00947	COAST TO COAST	12.86	07 JUL 97	INSECTICIDE,DRIVEWAY PATCH M
015990	00948	DAVIDSON TITLES INC.	4096.21	07 JUL 97	BOOKS
015991	00949	DEMCO	105.47	07 JUL 97	MAGAZINE BINDERS,BK.REPAIR T
015992	00950	DEYOUNG PLUMB, HTG, & AIR CO	364.44	07 JUL 97	THERMOSTAT REPLACEMENT-WHEAT
015993	00951	DIANA KOODY	9.60	07 JUL 97	MILEAGE

REGISTER OF CLAIMS
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015994	00952	DIANE KROS	20.40	07 JUL 97	MILEAGE
015995	00953	EBSCO SUBSCRIPTION SERVICES	6629.69	07 JUL 97	CD-ROM FULL TEXT MAGAZINE SU
015996	00954	FACTS ON FILE, INC.	173.34	07 JUL 97	STANDING ORDER-BOOKS
015997	00955	GAIL JUNG	13.20	07 JUL 97	MILEAGE
015998	00956	GALE RESEARCH INC.	750.32	07 JUL 97	CA LICENSE,SATA,POP MUSIC,SO
015999	00957	GAYLORD BROS.	22747.83	07 JUL 97	ALPHA SERVER/SOFTWARE UPGRAD BACKUP TAPES/DRIVE,MEMORY,HA GISCOM,WORKSTATION,BK.TAPE,S
016000	00958	GOODWIN FIRE EQUIPMENT	48.00	07 JUL 97	FIRE EXTINGUISHER INSPECTION
016001	00959	GPN	199.50	07 JUL 97	VIDEOS
016002	00960	GUY FRIDAY/BARRY RUSH	51.25	07 JUL 97	BATHROOM FIXTURE REPAIRS-DEM
016003	00961	HAMSTRA BUILDERS, INC.	58.46	07 JUL 97	REPAIR EXIT LIGHTS-WHEATFIEL
016004	00962	HIGHSMITH CO. INC.	1070.20	07 JUL 97	BOOKMARK,BK.TRUCK,SHELVING,S
016005	00963	HP PRODUCTS CORP.	615.64	07 JUL 97	CLEANING SUPPLIES,VACUUM/TRA
016006	00964	INDIANA DEPT.OF WORKFORCE DE	978.96	07 JUL 97	2nd QUARTER UNEMPLOYMENT COM
016007	00965	INDIANA STATE LIBRARY	21.00	07 JUL 97	2nd QUARTER PLAC CARDS
016008	00966	INGRAM	151.11	07 JUL 97	PAPERBACK BOOKS
016009	00967	JILL TACHTIRIS	70.50	07 JUL 97	MILEAGE-INCOLSA WORKSHOP
016010	00968	JOURNAL AND COURIER	142.02	07 JUL 97	TECH.SERVICES LIBRARIAN ADOE
016011	00969	JULIE EISELE	57.90	07 JUL 97	MILEAGE-INCOLSA WORKSHOP
016012	00970	KANKAKEE VALLEY POST NEWS	76.00	07 JUL 97	SUBSCRIPTIONS-DEM & WH.(7/97
016013	00971	KAREN'S KIDS PRODUCTS	13.95	07 JUL 97	KIDZETTE SUBSCRIPTION-RENS.
016014	00972	LYNN DAUGHERTY	69.07	07 JUL 97	WORKSHOP/DIRECTOR'S MTG & MI
016015	00973	MICROMARKETING ASSOCIATES	106.80	07 JUL 97	VIDEOS
016016	00974	NATIONAL GEOGRAPHIC SOCIETY	13.90	07 JUL 97	BOOK
016017	00975	ON CUE #6106	448.84	07 JUL 97	VIDEOS/CDs
016018	00976	PHILIP E. HOWARD	70.00	07 JUL 97	LAWN/YARD MTNCE, 5/8-6/14/97
016019	00977	OOMS DISPOSAL SERVICE INC.	45.00	07 JUL 97	TRASH REMOVAL-JULY,AUG,SEP.1
016020	00978	POSTMASTER GENERAL	640.00	07 JUL 97	32 CENT STAMPS-2000
016021	00979	POST TRIBUNE	156.00	07 JUL 97	ANNUAL SUBSCRIPTION-DEM. 7/9
016022	00980	PRECISION CONTROL SYSTEMS, I	1080.00	07 JUL 97	3rd QTR. MTNCE-DEM/RENS. LIB
016023	00981	PUBLIC EMPLOYEES' RETIREMENT	9751.39	07 JUL 97	2nd QTR PAYMENT 1997
016024	00982	REGENT BOOK CO., INC.	60.25	07 JUL 97	BOOKS
016025	00983	RENSSELAER REPUBLICAN	334.23	07 JUL 97	LIB. ASST, T.S. LIB.,SYSTEM
016026	00984	RONALD D. McATEE	1130.00	07 JUL 97	PROF.SERVICES-AUTOMATION NET
016027	00985	ROURKE PUBLISHING GROUP	714.75	07 JUL 97	BOOKS
016028	00986	SECURITY COURIERS CORP.	900.96	07 JUL 97	TRANSPORT SERV. 5/30-6/27/97
016029	00987	SELECTVIDEO	178.35	07 JUL 97	VIDEOS
016030	00988	STECK-VAUGHN COMPANY	22.70	07 JUL 97	BOOKS
016031	00989	SUDANCO AFFORDABLE ALTERNATI	947.10	07 JUL 97	THERMAL RECEIPT PAPER
016032	00990	SUNLAND BOOKS, INC.	3447.81	07 JUL 97	BOOKS
016033	00991	TERRY J. FERRELL	194.50	07 JUL 97	COUNTER TOP FOR COMPUTER ROO
016034	00992	TEETERS CULLIGAN	34.70	07 JUL 97	WATER COOLER RENTAL & WATER
016035	00993	THINK TANK INFORMATION SYSTE	12735.69	07 JUL 97	NETWORKING EQUIPMENT
016036	00994	THRASHER	10.00	07 JUL 97	RENEWAL SUBSCRIPTION-DEMOTTE
016037	00995	TIGER DIRECT	57.98	07 JUL 97	TRAINING VIDEOS
016038	00996	TREASURER OF THE STATE OF IN	8.00	07 JUL 97	ROSTER OF STATE & LOCAL OFFI
016039	00997	UNIVERSITY MICROFILMS INTERN	54.30	07 JUL 97	MICROFICHE-RENS.REPUBL.

REGISTER OF CLAIMS

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208 W. SUSAN STREET

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016040	00998	WAL-MART STORES, INC.	337.40	07 JUL 97	VIDEOS/CDs/SUMMER READING SU
016041	00999	WALSTRA FINE CUT	132.00	07 JUL 97	LAWN CARE-DEMOTTE-MAY 1997
016042	01000	WORLD COM	851.14	07 JUL 97	DATA & LONG DIST.SERV.-5/19-
016043	01039	ACORDIA PERSONAL BENEFITS, I	715.47	10 JUL 97	QTLY PREMIUMS-EISELE,HEEKE,R
016044	01040	INCOLSA	120.00	10 JUL 97	WORKSHOP-RUSHER,FILSON,MAYS-
016045	01041	INDIANA DEFERRED COMPENSATIO	567.08	10 JUL 97	WITHHELD FROM 10 JUL 97 PAYR DAUGHERTY,KOBY,KOPANDA,SCHUL
016046	01042	NETNITCO	67.50	10 JUL 97	JULY INTERNET SERVICE
016048	01044	SPRINT	720.80	10 JUL 97	DATA LINE/TELEPHONE SERV.-JU
016049	01045	TOWN OF DEMOTTE	43.12	10 JUL 97	SEWER SERVICE-MAY 1997- DEMO
016050	01046	TOWN OF WHEATFIELD SEWER WOR	41.05	10 JUL 97	SEWER SERVICE-JULY 1997-WHEA
016053	01043	NORTHWESTERN INDIANA TELEPHO	150.56	10 JUL 97	TELEPHONE SERVICE-JULY-- DEM
016054	01085	CITY OF RENSSELAER	1696.82	25 JUL 97	RENSSELAER UTILITES-6/10-7/9
016055	01086	INDIANA DEFERRED COMPENSATIO	567.08	25 JUL 97	WITHHELD FROM 25 JULY 97 PAY DAUGHERTY, KOBY,KOPANDA,SCHU
016056	01087	NIPSCO	4455.05	25 JUL 97	DEM.-6/16-7/15 & WH.-6/10-7/
016057	01088	INCOLSA	120.00	25 JUL 97	LAN WORKSHOP-3 PARTICIPANTS-
016058	01089	SPRINT	158.75	25 JUL 97	TELEPHONES-WHEATFIELD-JULY 1
016059	01090	LOWELL PUBLIC LIBRARY	40.00	25 JUL 97	NILBA DINNER-DAUGHERTY,EGAN-

--TOTAL AMOUNT OF CLAIMS-- 135278.48

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 135278.48. Dated 11 AUG 97.

_____	_____
_____	_____
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JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
JULY 31, 1997

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
TINES & FEES.....			\$1,922.11	\$14,984.16
DeMotte	\$829.09	\$5,525.37		
Rensselaer	\$773.80	\$6,686.66		
Wheatfield	\$319.22	\$2,772.13		
PHOTOCOPIES.....			\$386.43	\$4,169.64
DeMotte	\$182.05	\$1,600.10		
Rensselaer	\$158.18	\$1,952.41		
Wheatfield	\$46.20	\$617.13		
CARDS.....			\$76.00	\$529.00
DeMotte	\$46.00	\$234.00		
Rensselaer	\$22.00	\$221.00		
Wheatfield	\$8.00	\$74.00		
COMPUTER DISKS.....			\$0.70	\$2.80
INTEREST.....			\$815.05	\$11,848.47
TAXES.....			\$0.00	\$519,495.23
Property Tax	\$0.00	\$316,489.58		
Financial Institution Tax	\$0.00	\$738.38		
License Excise Tax	\$0.00	\$29,168.77		
Local Option/Certified Shares	\$0.00	\$154,414.00		
Local Option/Property Tax Repl.	\$0.00	\$18,684.50		
State Distribution	\$0.00	\$0.00		
REFUNDS.....			\$0.00	\$1,082.68
Outstanding check (Town/Demotte)	\$0.00	\$18.72		
Sale/Card Catalog/Auction	\$0.00	\$867.26		
Fix Trash Gate Post (Custom Lawn)	\$0.00	\$26.50		
Sidewalk caulking (Peggy Woods)	\$0.00	\$69.30		
Postage	\$0.00	\$3.00		
LaPorte P.L..(travel exp.reimburse.)	\$0.00	\$97.90		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$3,200.29	\$552,111.98
PLAC FUND.....			\$0.00	\$84.00
GIFT FUNDS.....			\$2,610.00	\$3,716.37
DeMotte	\$160.00	\$290.00		
Rensselaer	\$2,350.00	\$3,279.00		
Wheatfield	\$100.00	\$147.37		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$217,496.09
Property Tax	\$0.00	\$198,717.95		
Financial Institution Tax	\$0.00	\$463.62		
License Excise Tax	\$0.00	\$18,314.52		
HOST/HOSPITALITY FUND.....			\$0.00	\$1,280.88
LIBRARY IMPROVEMENT FUND.....			\$252.48	\$1,846.67
ORAL HISTORY GRANT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$290.50
INDIANA TECHNOLOGY GRANT FUND.....			\$0.00	\$34,203.55
STATE TECHNOLOGY GRANT 1997.....			\$0.00	\$6,152.00
CONSTRUCTION FUND.....			\$24.90	\$372.77
Interest Earned	\$24.90	\$372.77		
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$23.81
TOTAL RECEIPTS - ALL FUNDS.....			\$6,087.67	\$817,578.62

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016060	01092	A.E. BOYCE CO., INC.	378.73	11 AUG 97	PAYROLL CHECKS #6001 & UP (1
016061	01093	ACORDIA OF CENTRAL INDIANA,	2499.00	11 AUG 97	ANNUAL PREMIUM:PROF. LIAB. P
016062	01094	AFFORDABLE COMMUNICATIONS	80.25	11 AUG 97	3 TELEPHONE HANDSETS-RENS
016063	01095	AGLL GENEALOGICAL SERVICES	144.80	11 AUG 97	CD ROMS FOR GENEALOGY-RENS
016064	01096	ALCO DISCOUNT STORE #290	17.99	11 AUG 97	SURGE PROTECTOR STRIP
016065	01097	AMERICAN LIBRARY ASSN	18.40	11 AUG 97	BOOKS
016066	01098	ANNE-MARIE EGAN	33.60	11 AUG 97	MILEAGE
016067	01099	ASSOCIATED LIBRARIES, INC.	176.49	11 AUG 97	BOOKS
016068	01100	BAKER & TAYLOR	14420.49	11 AUG 97	BOOKS AND A/V MATERIALS
016069	01101	BEN FRANKLIN	6.75	11 AUG 97	CHILDREN'S DEPT. SUPPLIES;DE
016070	01102	BETTY A. HUFF (PAS-TIME BOO	1655.85	11 AUG 97	BOOKS AND VIDEOS
016071	01103	BIERMA HARDWARE, INC.	9.70	11 AUG 97	LIGHT BULBS-WHEATFIELD
016072	01104	COAST TO COAST	401.09	11 AUG 97	A/C & INSTAL. SUPPLIES/COMP.
016073	01105	COMMERCIAL OFFICE ENVIRONMEN	303.00	11 AUG 97	KEYBOARD DRAWER,DRAWER & END
016074	01106	CRITICS' CHOICE VIDEO	72.48	11 AUG 97	VIDEOS
016075	01107	DAVIDSON TITLES INC.	757.28	11 AUG 97	BOOKS
016076	01108	DEHAAN CONSTRUCTION, INC.	75.00	11 AUG 97	REPAIR STACK ON ROOF;DEMOTTE
016077	01109	DEMCO	188.80	11 AUG 97	BOOK JACKET COVERS
016078	01110	DEMOTTE CHAMBER OF COMMERCE	24.00	11 AUG 97	DEMOTTE HISTORY BOOKS
016079	01111	DEMOTTE OFFICE SUPPLY	23.19	11 AUG 97	LABELS & TELEPHONE REST-DEMO
016080	01112	DEYOUNG PLUMB, HTG, & AIR CO	114.00	11 AUG 97	A/C SERVICE;CHANGED FILTERS-
016081	01113	DIANA KOOTY	44.38	11 AUG 97	SURGE SUPPRESSORS,MILEAGE,SHI
016082	01114	DIANE KROS	4.80	11 AUG 97	MILEAGE
016083	01115	DIANE OPOLSKI	9.60	11 AUG 97	MILEAGE
016084	01116	EDUCATORS PROGRESS SERVICE,	40.90	11 AUG 97	BOOKS
016085	01117	ENCYCLOPAEDIA BRITANNICA ED.	301.00	11 AUG 97	BOOKS AND CD ROM
016086	01118	FASE'S WATER TREATMENT & FLO	35.00	11 AUG 97	REDOUT-DEMOTTE
016087	01119	GA FOODS GROUP	28.34	11 AUG 97	SUPPLIES FOR BUSINESS PROGRA
016088	01120	GAIL JUNG	13.20	11 AUG 97	MILEAGE
016089	01121	GAIL JUNG	28.21	11 AUG 97	DEMOTTE PETTY CASH
016090	01122	GAIL JUNG	28.43	11 AUG 97	RENSSELAER PETTY CASH
016091	01123	GALE RESEARCH INC.	142.01	11 AUG 97	BOOKS AND SHIPPING CHG.
016092	01124	GAYLORD BROS.	1045.71	11 AUG 97	NOTE CUBES & MARC SUBSCPT. T
016093	01125	GLOBAL COMPUTER SUPPLIES	137.77	11 AUG 97	2 REPLACEMENT BATTERIES/DEMO
016094	01126	GOODWIN FIRE EQUIPMENT	47.95	11 AUG 97	RECHARGE AND SERV. OF EXTING
016095	01127	GUY FRIDAY/BARRY RUSH	113.24	11 AUG 97	PAINT OUTSIDE HANDRAIL COMPL
016096	01128	HAINES & COMPANY, INC.	523.50	11 AUG 97	BOOKS
016097	01129	HERITAGE OFFICE PRODUCTS, IN	1496.56	11 AUG 97	ENGRAVING,DISPENSER,SERV.CON
016098	01130	INCOLSA	80.00	11 AUG 97	PRESERVING PAST WRKSHP-BROWN
016099	01131	INCOLSA	250.00	11 AUG 97	AUTOMATED SYSTEMS WRKSHP-5 E
016100	01132	INDIANAPOLIS NEWSPAPERS, INC	234.00	11 AUG 97	SUBCRIPTION 8/97 TO 8/98
016101	01133	INFORMATION ACCESS COMPANY	666.66	11 AUG 97	HEALTH REFER. BRANCH CHARGE-
016102	01134	INGRAM	132.48	11 AUG 97	BOOKS
016103	01135	JILL TACHTIRIS	78.72	11 AUG 97	MILEAGE
016104	01136	KOLORTECH, INC.	337.17	11 AUG 97	FLOURESCENT BULBS (90)
016105	01137	LITTLE COUSIN JASPER COUNTRY	33.34	11 AUG 97	ENTRY FEE FOR BOOTH-2 DAYS
016106	01138	LORMAN PUBLISHING CO.	165.00	11 AUG 97	EMPLOYMENT & LABOR LAW-DAUGH
016107	01139	McGRAW-HILL, INC.	16.48	11 AUG 97	BOOKS

REGISTER OF CLAIMS

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208 W. SUSAN STREET

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016108	01140	McSHANE'S	87.48	11 AUG 97	12 BINDER CASES
016109	01141	MICHELLE HEEKE	37.93	11 AUG 97	WORKSHOP FEE, TELEPHONE LIB.
016110	01142	NETNITCO	67.50	11 AUG 97	INTERNET SERVICE AUG/97
016111	01143	NORTHWESTERN INDIANA TELEPHO	148.15	11 AUG 97	TELEPHONE SERVICE/AUGUST-DEM
016112	01144	POSTMASTER GENERAL	790.00	11 AUG 97	2000;.32/100;\$1.00/100;.50
016113	01145	QUILL	727.65	11 AUG 97	PRINTER STAND/COMP.PAPER/INKJ
016114	01146	REGENT BOOK CO., INC.	40.59	11 AUG 97	BOOKS
016115	01147	RELIABLE EXTERMINATORS, INC.	200.00	11 AUG 97	SPRAY INSIDE & OUTSIDE-RENSS
016116	01148	RENSSELAER REPUBLICAN	53.64	11 AUG 97	HELP WANTED AD/CIRC CLERK;RE
016117	01149	RONALD D. MCATEE	2800.00	11 AUG 97	PROF. SERVICES-AUTOMATION NE
016118	01150	ROSE HOWARD	15.00	11 AUG 97	LAWN CARE;6/28/97-WHEAT
016119	01151	SANDRA GERSBACH	275.00	11 AUG 97	WASH WINDOWS & BLINDS-RENSSE
016120	01152	SCHULTZ TV & ELECTRONICS	5.58	11 AUG 97	BATTERIES
016121	01153	SECURITY COURIERS CORP.	713.26	11 AUG 97	TRANSPORT SERVICE 7/4/97 TO
016122	01154	SHERMAN SPECIALITY COMPANY,	156.25	11 AUG 97	BALLOONS FOR LITTLE COUSIN F
016123	01155	SILVER BURDETT PRESS	44.85	11 AUG 97	BOOKS
016124	01156	STEPHANIE FILSON	54.00	11 AUG 97	MILEAGE
016125	01157	SPRINT	32.98	11 AUG 97	TELEPHONE SERVICE/JUL 97;R &
016126	01158	TEETERS CULLIGAN	9.95	11 AUG 97	WATER COOLER RENTAL-WHEATFIE
016127	01159	THINK TANK INFORMATION SYSTE	767.68	11 AUG 97	SOUND BLASTER,CABLE,OUTLET S
016128	01160	TYSEN'S COUNTRY GROCERY, INC	138.39	11 AUG 97	DEM.CHILDRENS/PLEDGE,GLASS C
016129	01161	WAL-MART STORES, INC.	21.40	11 AUG 97	CRAFT SUPPLIES/PRIZE SUMMER
016130	01162	WALSTRA FINE CUT	215.00	11 AUG 97	LAWN MOWING;JUNE/DEMOTTE-JUL
016131	01163	WORLDCOM	777.03	11 AUG 97	DATA & LONG DIST. SERV.6/19
016132	01164	WOODWARD/WHITE INC.	285.00	11 AUG 97	BOOKS

--TOTAL AMOUNT OF CLAIMS-- 35899.65

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 35899.65. Dated 11 AUG 97.

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SEPT.

AGENDA

Jasper County Public Library Board of Trustees
Monday, September 8, 7:00 PM
Wheatfield Library
Monthly Meeting

	<u>Purpose</u>
<u>Opening of meeting</u>	
A. Moment of silence	
<u>Approval of Consent Agenda & Consent Agenda Items</u>	Action
A. Minutes (R 1)	
B. Bills/Financial Reports (F)	
C. Salary Ordinance (R 7)	
D. Library Policies (R 9-14)	
E. Moving expenses appropriation (R 17)	
<u>General Business</u>	
A. Adoption of budget (R 15)	Action
B. Youth Services Departments: Annual Report	Information
C. Building concerns (R 16)	Discussion
<u>Director's Report</u> (R 15 - R 17)	Discussion
<u>Items for future Agendas</u>	
<u>Public Forum</u>	
<u>Adjournment</u>	

MINUTES.....August 11, 1997
Meeting of the Jasper County Public Library Board of Directors 7:00 PM

Present: Mary Linda Casey, Mary Duggleby, Anne-Marie Egan, Barbara Leestma, Patrick O'Rourke, Robert Souza, Lynn Daugherty. Absent: Wilbur Doty.

BUDGET HEARING: With no citizens present to speak on the 1998 advertised budget, the Board President closed the hearing at 7:10 PM.

Agenda/Consent Agenda Approval: A-M Egan moved, seconded by M. Duggleby, to approve the Agenda and Consent Agenda items which include the July Minutes, Financial Reports, Salary Ordinance Update, and the policies on the Art Exhibit & Display Case Use, Bulletin Board, and Food, Tobacco, Drug and Alcohol, as presented. Motion was unanimous.

Technology Project Report: Worldcom (LDDS) mistakenly disconnected our analog data line to DeMotte on July 30. Data communication between Rensselaer and DeMotte Library, temporarily connected through the fax modem line, will be switched to the 956-2144 OPAC line to eliminate long distance charges while we wait for Worldcom to reconnect us or for the 56k frame relay line between these sites to be installed. Continued communication will be used to pressure Nitco to complete their part of the 56k frame relay as quickly as possible.

More internet training will be offered in September for the public at various times during the day. Wheatfield patrons are now connected to the internet.

Building Concerns: Filters on the water lines are presently being installed at DeMotte and Rensselaer. Air conditioner is working great since the re-piping, larger orifices, and hot gas bypass have been installed at Rensselaer by Precision Control.

NILBA Dinner: Sara Laughlin spoke on fund raising strategies. The board felt she may be an excellent choice for a future board workshop or facilitator.

Wheatfield Lawn Equipment: Concerns of possible liability if the ailing lawn mower and weed eater were sold and the buyer was injured using the equipment resulted in the Board agreeing that the equipment should be *put out with the trash*.

Kate Robinson Sturgeon Bequest: We received the \$2000 from this estate in July. L. Daugherty will gather product information and costs for genealogy on CD-Rom that can be networked, and present at next meeting.

District 1 Conference: R. Souza made a motion to close all three libraries on October 7 to allow staff to attend District 1 in Valparaiso. B. Leestma seconded the motion. Motion

unanimously carried. Board members who would like to attend should RSVP to Lynn by September 5.

Commemorative Plaque: L. Daugherty will contact Mayor Susan Smith relaying the board's approval of a plaque or a stone bench situated along the parkway at the Rensselaer Library honoring local authors .

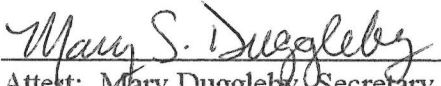
Director's Report: L. Daugherty is investigating the use of a collection agency that specifically handles debt collection problems of public entities. More information will be provided at the September meeting.

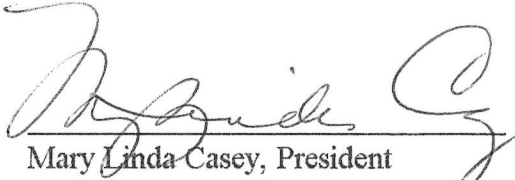
KV School Corporation is examining a feasibility study to determine if they need to expand the elementary schools or build a new school. L. Daugherty, P. O'Rourke, and M. Duggleby will speak with KV Superintendent in the very near future regarding their interest in purchasing all or part of the parking lot adjacent to Wheatfield Library.

The Depository's Certificate Of Balances from DeMotte State Bank provided monthly to the Board Of Finance will be examined for accuracy and properly filed in the Administrative Assistant/Business Manger's Office Any discrepancies will be brought to the attention of the Board. Peoples' State Bank will be contacted to determine whether they are also required to file this report.

ALA offers Public Libraries magazine at a reduced price to board members. Subscriptions will be ordered for the board.

With no further business to discuss, the meeting was adjourned at 8:18 PM on a motion by R. Souza, seconded by A-M. Egan.


Attest: Mary Duggleby, Secretary


Mary Linda Casey, President

2

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To

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(M)

Jan. to date circulation	183399	187409	2%
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JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

August 1997

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	85	18.4	68	14.7	157	34.0	310	67.2
LOCAL HISTORY								
In person	4	1.1	14	4.0	0	0.0	18	5.1
Letters written	1	1.0	3	3.0	0	0.0	4	4.0
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer agreements	0	0.0	102	8.5	19	1.6	121	10.1
Computer software used	0	0.0	112	9.3	19	1.6	131	10.9
VCR Use	3	0.4	0	0.0	1	0.1	4	0.5
Microforms	0	0.0	36	4.8	0	0.0	36	4.8
CD ROM software used	208	17.3	71	5.9	60	5.0	339	28.3
Public use of FAX service	11	1.8	16	2.7	5	0.8	32	5.3
Typewriter use	3	0.2	6	0.3	1	0.1	10	0.5
Other equipment used	0	0.0	1	0.3	0	0.0	1	0.3
OTHER LIBRARY SERVICES USED								
Walking book visits	0	0.0	2	1.3	0	0.0	2	1.3
Notarized documents	0	0.0	3	0.8	1	0.3	4	1.0
Meeting Room Use (number of groups)	20	6.7	18	6.0	5	1.7	43	14.3
Study room use	4	0.3	4	0.3	1	0.1	9	0.8
Ref book/vf copies made		0.0		0.0		0.0	0	0.0
Tax forms distributed		0.0		0.0		0.0		0.0
INTERLIBRARY LOANS								
Requests made for:	46	11.5	53	13.3	6	1.5	105	26.3
Items rec'd for:	42	21.0	32	16.0	4	2.0	78	39.0
Items requested by other libraries							0	
Items supplied to other libraries		0.0		0.0		0.0	0	0.0
PROGRAMS								
Children's Programs (0-13)		0	4	24		0	4	24
Number attending			40				40	
YA Programs (14-17)		0		0		0	0	0
Number attending							0	
Adult Programs		0	7	42	1	6	8	48
Number attending			38		5		43	
Senior Citizen Programs		0		0		0	0	0
Number attending					1		1	
TOTAL NO. OF PROGRAMS	0	0	11	66	1	6	12	72
TOTAL PERSONS ATTENDING	0		78		6		84	
TOTAL HOURS SPENT		79.8		223.2		60.7		363.7

CIRCULATION BY ITEM FINE CODE

July 1997
August

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	36	30	24	90
100 (1)	26	75	27	128
200 (2)	26	46	35	107
300 (3)	167	193	99	459
400 (4)	6	24	14	44
500 (5)	61	28	35	124
600 (6)	495	409	230	1134
700 (7)	227	193	86	506
800 (8)	44	47	5	96
900 (9)	104	117	57	278
B (10)	59	101	53	213
j000 (11)	5	4	2	11
j100 (12)	2	37	1	40
j200 (13)	1	14	5	20
j300 (14)	24	80	20	124
j400 (15)	11	7	4	22
j500 (16)	182	170	80	432
j600 (17)	82	130	26	238
j700 (18)	124	216	43	383
j800 (19)	8	35	5	48
j900 (20)	26	49	14	89
jB (21)	38	22	12	72
FIC (22)	1412	1827	517	3756
yaFIC (23)	47	77	46	170
LARGE PRINT (24)	80	75	23	178
jFIC (25)	251	329	105	685
jE (26)	1002	1380	458	2840
jER (27)	321	222	67	610
Magazines (28)	744	388	266	1398
Games/Toys (29)	0	40	0	40
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	113	230	65	408
jCassettes (33)	29	93	41	163
Compact Discs (34)	103	181	202	486
jCompact Discs (35)	2	2	2	6
Sound Recordings (36)	7	12	0	19
jSound Recordings (37)	0	20	1	21
CD ROM Software (38)	12	12	7	31
Vertical File (39)	38	61	4	103
Equipment (40)	2	14	0	16
yapFIC (41)	244	191	148	583
jpFIC (42)	230	162	79	471
Reference (43)	45	34	4	83
Genealogy (44)	0	0	0	0
jMagazines (45)	62	16	37	115
VHS (46)	488	1036	471	1995
Computer software (47)		0	0	0
Internet usage (49)		93	37	130
Free reads	266	279	49	594
Puzzles				0
Talking books				0
Assignment shelf books				0
TOTAL	7252	8801	3506	19559

WHEATFIELD COLLECTION

MONTH START		MONTH END	
V	T	V	T
O	I	O	I
L	T	L	T
U	L	U	L
M	E	M	E
E	S	E	S
S		S	

ADULT BOOKS

Fiction
Nonfiction

CHILDREN'S BKS

Fiction
Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

2 2 2 2 368 155 368 155 3 3 3 3 GRAPHIC MAT'L

0 0 0 0 0 0 0 0 0 0 MICROFORMS

1047	921	1047	921	2126	1565	2126	1565	1170	1064	1170	1064	SOUND REC,ADULT
147	147	147	147	151	154	151	154	45	45	-11	-2	SOUND REC., CH
6	3	6	3	14	9	15	9	5	5	5	5	CD ROM SOFTWARE
4	2	4	2	87	23	87	23	112	57	112	57	SOFTWARE
										0	0	VERTICAL FILE
849	824	850	825	1078	1036	1093	1051	740	680	746	685	VHS
1	1	1	1	1	1	1	1			0	0	EQUIPMENT

38145 34970 38675 35394 49811 45838 49947 45952 26609 24243 26080 23924 TOTAL

XX

CIRCULATION BY PATRON CODE

August 1997

DEMOTTE RENSSELAER WHEATFIELD ALL LIBRARIES

PATRONS

	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
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Adult Male (0)	808	11.7%	940	11.2%	420	12.2%	2168	11.5%
Adult Female (1)	4338	62.7%	4687	55.6%	1965	56.9%	10990	58.5%
Juvenile 0-11 (2)	948	13.7%	1366	16.2%	547	15.8%	2861	15.2%
YA 12-17 (3)	287	4.1%	370	4.4%	241	7.0%	898	4.8%
Nonresident No Fee (4)	36	0.5%	212	2.5%	42	1.2%	290	1.5%
Board/Staff (5)	248	3.6%	445	5.3%	209	6.1%	902	4.8%
School (6)	0	0.0%	33	0.4%	0	0.0%	33	0.2%
St. Joseph College (7)	2	0.0%	12	0.1%	0	0.0%	14	0.1%
State Library Card (8)	3	0.0%	0	0.0%	0	0.0%	3	0.0%
Nonresident Fee (9)	5	0.1%	19	0.2%	0	0.0%	24	0.1%
Corporate (10)	0	0.0%	94	1.1%	29	0.8%	123	0.7%
Reciprocal (11)	244	3.5%	251	3.0%	0	0.0%	495	2.6%

Total	6919		8429		3453		18801	
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Total items borrowed by nonresidents	290	4.2%	527	6.3%	42	1.2%	859	4.6%
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REGISTRATIONS

Borrowers--Start of month:	6024		6244		2511		14779
Borrowers--End of month:	6094		6349		2542		14985

Non-resident, paying	13		17		0		30
PLAC card users	3		3		0		6
Reciprocal borrowers	183		110		11		304

Salary Ordinance 1997
September 1997 update

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date	Raise Date(s)
Belstra, Courtney	Page	\$5.50	10	D	8/29/95	Res. 8/_/97
Lanoue, Rae Ann	Page	5.00/5.25/5.50	10	R	4/7/97	Res. 9/11/97
McKee, Sarah	Librarian II	\$14.25	40	R	11/3/97?	
Narcaroti, Mandy	Clerk	\$5.75	16	R	6/30/97	Res.
Thomas, Brenda	Page	\$5.15	10	W	9/15/97	
Van Kley, April	Page	5.00/5.15	10	D	8/25/97	9/1/97

Courtney Belstra, Rae Ann Lanoue and Mandy Narcaroti have resigned. April Van Kley is taking the place of Courtney.

Brenda Thomas will replace Linda Thompson at Wheatfield, since Linda moved up into a clerk position.

Sarah McKee will become the new Technical Services Librarian (see page R), replacing Yvonne [unclear] who left May 31..

A page and a clerk position are still open at Rensselaer.

Barbara Lestura

Gene-maine Ygan

Latuel Colauschi

Byzide Cay

MEMORANDUM

Library Behavior Policy
Holiday Policy
Library Board and Staff Privileges Policies

Summary: The Policy Committee recommends approving the Holiday Policy and Library Board and Staff Privileges policies as written. It recommends approval of the Library Behavior Policy as amended.

Discussion: Proposed change is as follows:

Library Behavior Policy: Because riding bikes through the landscaping at DeMotte and using parking lots as a (dangerous) play area for bikes, rollerblades and skates is a problem at each library, a statement prohibiting this activity is added to the policy..

Vote: To approve the Holiday Policy and Board and Staff Privileges policies as written and to approve the Library Behavior Policy with the changes recommended by the Policy Committee.

HOLIDAY POLICY

Jasper County Public Library

The Library will be closed on these Holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. (See Personnel Policy, Sec. 3.4)

The Library Board values the expertise and dedication shown by its long-term employees. To honor these employees, they will give an extra holiday which may be taken during the month in which they celebrate the 5th, 10th, 15th, 20th, 25th or 30th anniversary of their employment.

If a Holiday falls on a Saturday, the Library will be closed on Saturday. Persons not scheduled to work on Saturday will be given equivalent time off with pay; if a Holiday falls on a Sunday, the Library will be closed the following Monday.

When a holiday falls during an employee's scheduled paid vacation period, the employee receives another day off as scheduled.

Each year a specific list of days and times of observance shall be prepared by the Director and submitted to the Library Board as part of the annual budget preparations.

8/94;9/95; Revised 9/96; reviewed 9/97

LIBRARY BEHAVIOR POLICY

The Public Library is open to all to provide access to the information, ideas and meeting rooms therein. No individual or group has the right to interfere with anyone else's right to use the library.

Persons failing to follow the Library's behavior rules will be asked to leave.

PLEASE

No eating or drinking (except in meeting rooms)

No use of tobacco products

No running, throwing, fighting

No loud or abusive language

No bicycles, rollerblades or skates used in the library

Change to:

No bicycles, rollerblades or skates may be used in the library or on library property. Bicycles ridden to the library must be stored in the bicycle racks while owners are using library facilities.

No sleeping in the library

No soliciting except in support of the library and sanctioned library activities

Soliciting includes such actions as selling items, begging, circulating petitions, distributing printed material, conducting surveys.

No animals except guide dogs

Parents/ guardians are responsible for their children's behavior while children are in the library or on library property. Children age seven and under may not be left unattended in the library.

Vandalism to library property will result in suspension of library borrowing privileges, as well as in criminal prosecution.

Shoes and shirts must be worn while in the library.

8/94; reviewed 9/95; revised 9/96; draft 9/97

LIBRARY STAFF PRIVILEGE POLICY

Although the Library encourages staff to return materials on time, no fines will be assessed for overdue materials.

Lost or damaged library cards will be replaced free of charge.

Up to 10 photocopies per month may be made at no charge to any staff member.

Staff members may check out more than 2 items without presenting their library card.

The \$3.00 connect charge for FAX transmissions is waived for staff members. FAX messages may be sent and received for the 20 cent per page cost only.

These privileges may also be extended to library volunteers who regularly spend an average of 3 or more hours per week in service to the library.

These privileges are extended only to staff and, when desired, volunteers, not to members of their families.

8/94; reviewed 9/95; revised 9/96

LIBRARY BOARD PRIVILEGE POLICY

Although the Library encourages board members to return materials on time, no fines will be assessed for overdue materials. This privilege will also be extended to spouses of present board members and, upon request, to their children living at home and under the age of 25. This privilege will also be extended to past board members.

Lost or damaged library cards will be replaced free of charge.

Board members may check out more than 2 items without presenting their library card.

Up to 10 photocopies per month may be made at no charge to any board member.

Board members may be reimbursed for mileage accrued in trips to board meetings and other board activities (see Personnel Policy, 13.5, 14.2).

The \$3.00 connect charge for FAX transmissions is waived for board members. FAX messages may be sent and received for the 20 cent per page cost only.

Except in the case of overdue fines, these privileges are extended only to board members, not to members of their families .

8/94;rev. 9/95; revised 9/96

JCPL FINANCIAL STATEMENT

August 1997

	<u>Beginning 1997 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$428,405.17	\$6,061.32	\$558,173.30	\$88,204.22	\$750,165.81	\$238,412.66
Investments \$250,000.00						
Public Library Access Card Fund	\$40.00	\$42.00	\$126.00	\$0.00	\$124.00	\$42.00
Gift Fund	\$2,694.83	\$65.00	\$3,781.37	\$313.33	\$1,242.56	\$5,233.64
DeMotte	\$005.58	\$65.00	\$365.00	\$0.00	\$71.30	\$1,189.28
Rensselaer	\$1,019.55	\$0.00	\$3,279.00	\$313.33	\$1,097.54	\$3,201.01
Wheatfield	\$769.70	\$0.00	\$147.37	\$0.00	\$73.72	\$843.35
Bond & Interest Redemption Fund	\$96,902.46	\$0.00	\$217,496.09	\$0.00	\$101,632.50	\$212,766.05
Investments \$212,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$1,280.88	\$0.00	\$1,280.88	\$0.00
Library Improvement Reserve Fund	\$69,841.66	\$202.74	\$2,049.41	\$767.68	\$28,215.92	\$43,675.15
Investments \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund	\$1,471.65	\$0.00	\$0.00	\$0.00	\$1,389.10	\$82.55
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$376.80	\$0.00	\$290.50	\$0.00	\$576.82	\$90.48
Indiana Technology Grant Fund	\$0.00	\$0.00	\$34,203.55	\$0.00	\$34,203.55	\$0.00
State Technology Grant 1997	\$0.00	\$0.00	\$6,152.00	\$0.00	\$6,152.00	\$0.00
Construction Fund	\$9,263.77	\$20.68	\$393.45	\$303.00	\$5,628.96	\$4,028.26
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
State Tax Collected	\$0.00	\$0.00	\$0.00	(\$124.85)	(\$1,536.66)	\$1,536.66
County Tax Collected	\$0.00	\$0.00	\$0.00	(\$38.73)	(\$463.91)	\$463.91
Employee Health Insur.	\$328.78	\$0.00	\$23.81	\$186.00	(\$1.33)	\$353.92
Employee P.E.R.F.	\$2,991.93	\$0.00	\$0.00	(\$1,160.07)	\$757.68	\$2,234.25
TOTAL ALL FUNDS.....	\$612,517.05	\$6,391.74	\$823,970.36	\$88,452.58	\$929,367.88	\$507,119.53

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
31 Aug 97

1.	BANK ONE CHECKING	8904.09
2.	BANK ONE-CONSTRUCTION FUND SAV	4028.26
3.	BANK ONE-LIRF	43675.15
4.	PEOPLES STATE BANK	72256.92
5.	DEMOTTE STATE BANK	16255.11
6.		.00
7.		.00
8.		.00
9.		.00
10.		.00
11.	PINNACLE BANK CDs (2)	150000.00
12.	INDIANA FEDERAL CD#9100174254	.00
13.	PEOPLES STATE BANK CDs	.00
14.	PEOPLES CD#3000480	212000.00
15.		.00
TOTAL ALL BANK ACCOUNTS		507119.53

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 31 Aug 97

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
23 SEP 97	193365	PINNACLE BANK	90 DAY	150000.00	5.70	OPERATING	23 JUN 97	.00	
29 DEC 97	3000480	PEOPLES' BANK	185 DAY	212000.00	5.75	BIRF	27 JUN 97	.00	
--TOTALS--				362000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 31 Aug 97

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
16 JAN 97	30000286	PEOPLES STATE	30 DAY	125000.00	5.30	OPERATING	17 DEC 96	544.52	
14 FEB 97	30000285	PEOPLES STATE	62 DAY	125000.00	5.55	OPERATING	17 DEC 96	1178.42	
16 JUN 97	30000284	PEOPLES STATE	181 DAYS	200000.00	5.55	OP-103100;B	17 DEC 96	5504.38	
27 JUN 97	9100174254	INDIANA FEDER	45 DAY	325000.00	5.55	OP-190000;B	13 MAY 97	2223.80	
07 AUG 97	193370	PINNACLE BANK	45 DAY	100000.00	5.60	OPERATING	23 JUN 97	690.41	
--TOTALS--				875000.00				10141.53	

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

31 Aug 97

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	41912.00	3458.00	27598.13	14313.87	65.8
1.12	SALARY OF ASSISTANTS	492774.78	40167.57	304719.93	188054.85	61.8
1.13	WAGES OF JANITORS	36366.75	2403.20	18762.87	17603.88	51.6
1.21	EMPLOYER'S SHARE-FICA	43689.74	3521.23	26857.73	16832.01	61.5
1.22	UNEMPLOYMENT COMPENSATION	3104.00	.00	2863.18	240.82	92.2
1.23	EMPLOYER'S CONTRIB.- PERF	24150.00	.00	17743.32	6406.68	73.5
1.24	EMPLOYER'S CONTRIB.- INS.	16200.00	773.45	4085.39	12114.61	25.2
1.31	OTHER PERSONAL SERVICES	1000.00	275.00	427.36	572.64	42.7
2.11	OFFICIAL RECORDS	1000.00	378.73	775.73	224.27	77.6
2.12	STATIONERY AND PRINTING	700.00	.00	564.00	136.00	80.6
2.13	OTHER OFFICE SUPPLIES	5200.00	842.71	2805.12	2394.88	53.9
2.21	CLEANING & SANITATION SUPPLIES	4000.00	108.44	2154.63	1845.37	53.9
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	4.34	15.66	21.7
2.23	OTHER OPERATING SUPPLIES	4200.00	377.93	943.15	3256.85	22.5
2.31	BUILDING MATERIALS & SUPPLIES	700.00	47.32	598.76	101.24	85.5
2.32	PAINT AND PAINTING SUPPLIES	200.00	1.54	1.54	198.46	.8
2.33	REPAIR PARTS	500.00	5.37	161.74	338.26	32.3
2.41	LIBRARY SUPPLIES	4500.00	92.19	2804.46	1695.54	62.3
2.42	AUTOMATION SUPPLIES	4300.00	27.97	1996.04	2303.96	46.4
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	.00	652.50	597.50	52.2
3.14	OTHER PROFESSIONAL SERVICES	9400.00	2800.00	6095.57	3304.43	64.8
3.21	TELEPHONE	12000.00	1012.76	7829.29	4170.71	65.2
3.22	POSTAGE	6650.00	820.20	4037.90	2612.10	60.7
3.23	TRAVELING EXPENSE	4500.00	219.30	2180.25	2319.75	48.5
3.24	PROFESSIONAL MEETINGS	6297.90	514.02	2838.24	3459.66	45.1
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17621.00	946.18	7569.24	10051.76	43.0
3.31	ADVERTISING & PUBLIC NOTICES	900.00	86.98	980.93	-80.93	109.0
3.32	OTHER PRINTING	150.00	.00	.00	150.00	.0
3.41	OFFICIAL BONDS	250.00	.00	50.00	200.00	20.0
3.42	OTHER INSURANCE	18000.00	2499.00	12641.00	5359.00	70.2
3.51	GAS	27000.00	200.40	19014.07	7985.93	70.4
3.52	ELECTRICITY	51000.00	2033.81	29808.87	21191.13	58.4
3.53	WATER	1000.00	50.15	500.20	499.80	50.0
3.54	WASTE DISPOSAL SERVICES	2500.00	170.42	1522.36	977.64	60.9
3.61	BUILDING & STRUCTURES	34026.50	618.24	11787.64	22238.86	34.6
3.62	EQUIPMENT	4000.00	379.97	2119.40	1880.60	53.0
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	159.60	65.40	70.9
3.91	DUES	2100.00	.00	950.00	1150.00	45.2
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	.00	.00	.00	.00	.0
3.95	SERVICE CONTRACTS	9400.00	713.26	5870.64	3529.36	62.5
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	30000.00	1440.00	5163.60	24836.40	17.2
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	97000.00	479.95	73425.73	23574.27	75.7
4.51	BOOKS	137000.00	18420.01	96838.69	40161.31	70.7
4.52	PERIODICALS & NEWSPAPERS	36700.00	900.66	25845.18	10854.82	70.4
4.53	NONPRINTED MATERIALS	33300.00	1408.31	16417.49	16882.51	49.3
	-TOTAL-	1226957.67	88204.22	750165.81	476791.86	61.1

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Aug 97

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
TRANSFER	01209	JASPER COUNTY PUBLIC LIBRARY	100000.00	07 AUG 97	CD#193370 MATURED
FED EFT	01255	INTERNAL REVENUE SERVICE CEN	5641.99	25 AUG 97	FICA & FED TAX WITHHELD 25 A REF #09179784, TRANSFER 26 A
FED EFT	01207	INTERNAL REVENUE SERVICE CEN	5974.89	08 AUG 97	FICA & FED TAX WITHHELD 08 A REF #08218305, TRANSFER 11 A
IND EFT	01208	INDIANA DEPARTMENT OF REVENUE	1838.99	08 AUG 97	STATE & COUNTY TAX WITHHELD- REF. #83060, VERIFICATION CO 8/8/97 @ 1:40 PM
006601	01177	MARLENE BEEDLE	493.37	08 AUG 97	PAYROLL
006602	01185	BELSTRA, COURTNEY B.	120.82	08 AUG 97	PAYROLL
006603	01170	GLENDA BROWN	675.61	08 AUG 97	PAYROLL
006604	01173	RENEE CARR	486.34	08 AUG 97	PAYROLL
006605	01189	VALERIE A. COLVIN	200.52	08 AUG 97	PAYROLL
006606	01172	LYNN DAUGHERTY	929.78	08 AUG 97	PAYROLL
006607	01176	JULIE EISELE	583.26	08 AUG 97	PAYROLL
006608	01165	CHARLOTTE FAGEN	723.38	08 AUG 97	PAYROLL
006609	01188	STEPHANIE D. FILSON	513.08	08 AUG 97	PAYROLL
006610	01186	HEEKE, MICHELLE M.	889.44	08 AUG 97	PAYROLL
006611	01192	SANDRA L. HESTERMAN	332.17	08 AUG 97	PAYROLL
006612	01175	ROSE E. HOWARD	538.53	08 AUG 97	PAYROLL
006613	01178	GAIL M. JUNG	704.05	08 AUG 97	PAYROLL
006614	01201	AMBER J. KALUF	104.04	08 AUG 97	PAYROLL
006615	01196	ERIN C. KINGMAN	120.57	08 AUG 97	PAYROLL
006616	01171	DIANA KOBY	438.75	08 AUG 97	PAYROLL
006617	01168	JOAN KOPANDA	482.81	08 AUG 97	PAYROLL
006618	01169	KROS, DIANE	643.37	08 AUG 97	PAYROLL
006619	01180	SHARON K. LEWIS	96.83	08 AUG 97	PAYROLL
006620	01200	SHEILA MAXWELL	658.64	08 AUG 97	PAYROLL
006621	01194	KRISTINE L. MAYS	376.98	08 AUG 97	PAYROLL
006622	01199	MANDY NARCAROTI	161.82	08 AUG 97	PAYROLL
006623	01187	DIANE M. OPOLSKI	390.46	08 AUG 97	PAYROLL
006624	01190	JACKIE REAGAN	692.60	08 AUG 97	PAYROLL
006625	01184	LISA RUSHER	515.49	08 AUG 97	PAYROLL
006626	01166	SHARON SCHULENBERG	632.70	08 AUG 97	PAYROLL
006627	01182	JACK STANDISH	320.51	08 AUG 97	PAYROLL
006628	01197	PATRICIA STRINGFELLOW	489.26	08 AUG 97	PAYROLL
006629	01167	JILL TACHTIRIS	662.20	08 AUG 97	PAYROLL
006630	01198	LINDA THOMPSON	74.76	08 AUG 97	PAYROLL
006631	01193	VIRGINIA VIS	101.58	08 AUG 97	PAYROLL
006632	01195	VIRGINIA L. VIS	154.87	08 AUG 97	PAYROLL
006633	01191	SUSAN M. WAKELAND	29.02	08 AUG 97	PAYROLL
006634	01179	WEBSTER, RACHAEL D.	608.95	08 AUG 97	PAYROLL
006635	01174	WHITED, AMBER	554.20	08 AUG 97	PAYROLL
006636	01183	MARGARET M. WOODS	631.29	08 AUG 97	PAYROLL
006637	01181	LEANNE YORK	901.14	08 AUG 97	PAYROLL
006638	01223	MARLENE BEEDLE	458.75	25 AUG 97	PAYROLL
006640	01231	BELSTRA, COURTNEY B.	87.06	25 AUG 97	PAYROLL
006641	01216	GLENDA BROWN	622.69	25 AUG 97	PAYROLL

REGISTER OF CLAIMS
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 208 W. SUSAN STREET
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
006642	01219	RENEE CARR	457.73	25 AUG 97	PAYROLL
006643	01235	VALERIE A. COLVIN	221.64	25 AUG 97	PAYROLL
006644	01218	LYNN DAUGHERTY	929.78	25 AUG 97	PAYROLL
006645	01222	JULIE EISELE	347.11	25 AUG 97	PAYROLL
006646	01211	CHARLOTTE FAGEN	723.38	25 AUG 97	PAYROLL
006647	01234	STEPHANIE D. FILSON	486.79	25 AUG 97	PAYROLL
006648	01232	HEEKE, MICHELLE M.	889.44	25 AUG 97	PAYROLL
006649	01238	SANDRA L. HESTERMAN	406.13	25 AUG 97	PAYROLL
006650	01221	ROSE E. HOWARD	457.82	25 AUG 97	PAYROLL
006651	01224	GAIL M. JUNG	704.05	25 AUG 97	PAYROLL
006652	01247	AMBER J. KALUF	87.95	25 AUG 97	PAYROLL
006653	01242	ERIN C. KINGMAN	98.79	25 AUG 97	PAYROLL
006654	01217	DIANA KOBY	438.75	25 AUG 97	PAYROLL
006655	01214	JOAN KOPANDA	421.60	25 AUG 97	PAYROLL
006656	01215	KROS, DIANE	532.44	25 AUG 97	PAYROLL
006657	01226	SHARON K. LEWIS	116.20	25 AUG 97	PAYROLL
006658	01246	SHEILA MAXWELL	787.50	25 AUG 97	PAYROLL
006659	01240	KRISTINE L. MAYS	315.78	25 AUG 97	PAYROLL
006660	01245	MANDY NARCAROTI	111.26	25 AUG 97	PAYROLL
006661	01233	DIANE M. OPOLSKI	390.46	25 AUG 97	PAYROLL
006662	01236	JACKIE REAGAN	692.60	25 AUG 97	PAYROLL
006663	01230	LISA RUSHER	505.64	25 AUG 97	PAYROLL
006664	01248	CATHERINE A. SALYERS	145.12	25 AUG 97	PAYROLL
006665	01212	SHARON SCHULENBERG	582.33	25 AUG 97	PAYROLL
006666	01249	BECKY J. SHIDE	60.68	25 AUG 97	PAYROLL
006667	01228	JACK STANDISH	284.77	25 AUG 97	PAYROLL
006668	01243	PATRICIA STRINGFELLOW	478.59	25 AUG 97	PAYROLL
006669	01213	JILL TACHTIRIS	621.46	25 AUG 97	PAYROLL
006670	01244	LINDA THOMPSON	232.62	25 AUG 97	PAYROLL
006671	01239	VIRGINIA VIS	110.82	25 AUG 97	PAYROLL
006672	01241	VIRGINIA L. VIS	162.26	25 AUG 97	PAYROLL
006673	01237	SUSAN M. WAKELAND	67.72	25 AUG 97	PAYROLL
006674	01225	WEBSTER, RACHAEL D.	481.60	25 AUG 97	PAYROLL
006675	01220	WHITED, AMBER	509.71	25 AUG 97	PAYROLL
006676	01229	MARGARET M. WOODS	582.05	25 AUG 97	PAYROLL
006677	01227	LEANNE YORK	901.14	25 AUG 97	PAYROLL
016060	01092	A.E. BOYCE CO., INC.	378.73	11 AUG 97	PAYROLL CHECKS #6001 & UP (1
016061	01093	ACORDIA OF CENTRAL INDIANA,	2499.00	11 AUG 97	ANNUAL PREMIUM:PROF. LIAB. P
016062	01094	AFFORDABLE COMMUNICATIONS	80.25	11 AUG 97	3 TELEPHONE HANDSETS-RENS
016063	01095	AGLL GENEALOGICAL SERVICES	144.80	11 AUG 97	CD ROMS FOR GENEALOGY-RENS
016064	01096	ALCO DISCOUNT STORE #290	17.99	11 AUG 97	SURGE PROTECTOR STRIP
016065	01097	AMERICAN LIBRARY ASSN	18.40	11 AUG 97	BOOKS
016066	01098	ANNE-MARIE EGAN	33.60	11 AUG 97	MILEAGE
016067	01099	ASSOCIATED LIBRARIES, INC.	176.49	11 AUG 97	BOOKS
016068	01100	BAKER & TAYLOR	14420.49	11 AUG 97	BOOKS AND A/V MATERIALS
016069	01101	BEN FRANKLIN	6.75	11 AUG 97	CHILDREN'S DEPT. SUPPLIES;DE
016070	01102	BETTY A. HUFF (PAS-TIME BOO	1655.85	11 AUG 97	BOOKS AND VIDEOS
016071	01103	BIERMA HARDWARE, INC.	9.70	11 AUG 97	LIGHT BULBS-WHEATFIELD

REGISTER OF CLAIMS
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 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016072	01104	COAST TO COAST	401.09	11 AUG 97	A/C & INSTAL. SUPPLIES/COMP.
016073	01105	COMMERCIAL OFFICE ENVIRONMEN	303.00	11 AUG 97	KEYBOARD DRAWER, DRAWER & END
016074	01106	CRITICS' CHOICE VIDEO	72.48	11 AUG 97	VIDEOS
016075	01107	DAVIDSON TITLES INC.	757.28	11 AUG 97	BOOKS
016076	01108	DEHAAN CONSTRUCTION, INC.	75.00	11 AUG 97	REPAIR STACK ON ROOF; DEMOTTE
016077	01109	DEMCO	188.80	11 AUG 97	BOOK JACKET COVERS
016078	01110	DEMOTTE CHAMBER OF COMMERCE	24.00	11 AUG 97	DEMOTTE HISTORY BOOKS
016079	01111	DEMOTTE OFFICE SUPPLY	23.19	11 AUG 97	LABELS & TELEPHONE REST-DEMO
016080	01112	DEYOUNG PLUMB, HTG, & AIR CO	114.00	11 AUG 97	A/C SERVICE; CHANGED FILTERS-
016081	01113	DIANA KOOY	44.38	11 AUG 97	SURGE SUPPRESSORS, MILEAGE, SHI
016082	01114	DIANE KROS	4.80	11 AUG 97	MILEAGE
016083	01115	DIANE OPOLSKI	9.60	11 AUG 97	MILEAGE
016084	01116	EDUCATORS PROGRESS SERVICE,	40.90	11 AUG 97	BOOKS
016085	01117	ENCYCLOPAEDIA BRITANNICA ED.	301.00	11 AUG 97	BOOKS AND CD ROM
016086	01118	FASE'S WATER TREATMENT & FLO	35.00	11 AUG 97	REDOUT-DEMOTTE
016087	01119	GA FOODS GROUP	28.34	11 AUG 97	SUPPLIES FOR BUSINESS PROGRA
016088	01120	GAIL JUNG	13.20	11 AUG 97	MILEAGE
016089	01121	GAIL JUNG	28.21	11 AUG 97	DEMOTTE PETTY CASH
016090	01122	GAIL JUNG	28.43	11 AUG 97	RENSSELAER PETTY CASH
016091	01123	GALE RESEARCH INC.	142.01	11 AUG 97	BOOKS AND SHIPPING CHG.
016092	01124	GAYLORD BROS.	1045.71	11 AUG 97	NOTE CUBES & MARC SUBSCPT. T
016093	01125	GLOBAL COMPUTER SUPPLIES	137.77	11 AUG 97	2 REPLACEMENT BATTERIES/DEMO
016094	01126	GOODWIN FIRE EQUIPMENT	47.95	11 AUG 97	RECHARGE AND SERV. OF EXTING
016095	01127	GUY FRIDAY/BARRY RUSH	113.24	11 AUG 97	PAINT OUTSIDE HANDRAIL COMPL
016096	01128	HAINES & COMPANY, INC.	523.50	11 AUG 97	BOOKS
016097	01129	HERITAGE OFFICE PRODUCTS, IN	1496.56	11 AUG 97	ENGRAVING, DISPENSER, SERV.CON
016098	01130	INCOLSA	80.00	11 AUG 97	PRESERVING PAST WRKSH-P-BROWN
016099	01131	INCOLSA	250.00	11 AUG 97	AUTOMATED SYSTEMS WRKSH-P-5 E
016100	01132	INDIANAPOLIS NEWSPAPERS, INC	234.00	11 AUG 97	SUBSCRIPTION 8/97 TO 8/98
016101	01133	INFORMATION ACCESS COMPANY	666.66	11 AUG 97	HEALTH REFER. BRANCH CHARGE-
016102	01134	INGRAM	132.48	11 AUG 97	BOOKS
016103	01135	JILL TACHTIRIS	78.72	11 AUG 97	MILEAGE
016104	01136	KOLORTECH, INC.	337.17	11 AUG 97	FLOURESCENT BULBS (90)
016105	01137	LITTLE COUSIN JASPER COUNTRY	33.34	11 AUG 97	ENTRY FEE FOR BOOTH-2 DAYS
016106	01138	LORMAN PUBLISHING CO.	165.00	11 AUG 97	EMPLOYMENT & LABOR LAW-DAUGH
016107	01139	MCGRAW-HILL, INC.	16.48	11 AUG 97	BOOKS
016108	01140	McSHANE'S	87.48	11 AUG 97	12 BINDER CASES
016109	01141	MICHELLE HEEKE	37.93	11 AUG 97	WORKSHOP FEE, TELEPHONE LIB.
016110	01142	NETNITCO	67.50	11 AUG 97	INTERNET SERVICE AUG/97
016111	01143	NORTHWESTERN INDIANA TELEPHO	148.15	11 AUG 97	TELEPHONE SERVICE/AUGUST-DEM
016112	01144	POSTMASTER GENERAL	790.00	11 AUG 97	2000; .32/100; \$1.00/100; .50
016113	01145	QUILL	727.65	11 AUG 97	PRNTER STAND/COMP.PAPER/INKJ
016114	01146	REGENT BOOK CO., INC.	40.59	11 AUG 97	BOOKS
016115	01147	RELIABLE EXTERMINATORS, INC.	200.00	11 AUG 97	SPRAY INSIDE & OUTSIDE-RENS
016116	01148	RENSSELAER REPUBLICAN	53.64	11 AUG 97	HELP WANTED AD/CIRC CLERK; RE
016117	01149	RONALD D. McATEE	2800.00	11 AUG 97	PROF. SERVICES-AUTOMATION NE
016118	01150	ROSE HOWARD	15.00	11 AUG 97	LAWN CARE; 6/28/97-WHEAT
016119	01151	SANDRA GERSBACH	275.00	11 AUG 97	WASH WINDOWS & BLINDS-RENSSE

REGISTER OF CLAIMS

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016120	01152	SCHULTZ TV & ELECTRONICS	5.58	11 AUG 97	BATTERIES
016121	01153	SECURITY COURIERS CORP.	713.26	11 AUG 97	TRANSPORT SERVICE 7/4/97 TO
016122	01154	SHERMAN SPECIALITY COMPANY,	156.25	11 AUG 97	BALLOONS FOR LITTLE COUSIN F
016123	01155	SILVER BURDETT PRESS	44.85	11 AUG 97	BOOKS
016124	01156	STEPHANIE FILSON	54.00	11 AUG 97	MILEAGE
016125	01157	SPRINT	32.98	11 AUG 97	TELEPHONE SERVICE/JUL 97;R &
016126	01158	TEETERS CULLIGAN	9.95	11 AUG 97	WATER COOLER RENTAL-WHEATFIE
016127	01159	THINK TANK INFORMATION SYSTE	767.68	11 AUG 97	SOUND BLASTER,CABLE,OUTLET S
016128	01160	TYSEN'S COUNTRY GROCERY, INC	138.39	11 AUG 97	DEM.CHILDRENS/PLEDGE,GLASS C
016129	01161	WAL-MART STORES, INC.	21.40	11 AUG 97	CRAFT SUPPLIES/PRIZE SUMMER
016130	01162	WALSTRA FINE CUT	215.00	11 AUG 97	LAWN MOWING;JUNE/DEMOTTE-JUL
016131	01163	WORLDCOM	777.03	11 AUG 97	DATA & LONG DIST. SERV.6/19
016132	01164	WOODWARD/WHITE INC.	285.00	11 AUG 97	BOOKS
016133	01202	INDIANA DEFERRED COMPENSATIO	567.08	08 AUG 97	WITHHELD FROM 08 AUG 97 PAYR DAUGHERTY,KOBY,KOPANDA,SCHUL
016134	01203	ACORDIA PERSONAL BENEFITS, I	817.92	08 AUG 97	QUARTERLY PREMIUM;JUNG,WHITE
016135	01204	SPRINT	529.35	08 AUG 97	TELEPHONE SERVICE AUG/97;REN
016136	01205	TOWN OF DEMOTTE	43.12	08 AUG 97	SEWER SERVICE JUNE/97; DEMOT
016137	01206	TOWN OF WHEATFIELD SEWER WOR	41.05	08 AUG 97	SEWER SERVICE AUG/97;WHEATFI
016138	01210	SPRINT	227.50	11 AUG 97	DATA LINE-RENS.TO WHEATFIELD
016139	01250	INDIANA DEFERRED COMPENSATIO	567.08	25 AUG 97	WITHHELD FROM 25 AUG 97 PAYR DAUGHERTY,KOBY,KOPANDA,SCHUL
016140	01251	ACORDIA PERSONAL BENEFITS, I	234.45	25 AUG 97	QTLY PREMIUM-WEBSTER
016141	01252	CITY OF RENSSELAER	1624.62	25 AUG 97	UTILITIES-JULY 1997-RENSSELA
016142	01253	NIPSCO	745.99	25 AUG 97	WHEATFIELD UTILITIES-7/10-8/
016143	01254	SPRINT	153.50	25 AUG 97	TELEPHONE-AUGUST 1997-WHEATF

--TOTAL AMOUNT OF CLAIMS-- 188452.58

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 188452.58. Dated 8 SEP 97.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
August 31, 1997

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$1,754.00	\$16,738.16
DeMotte	\$503.00	\$6,028.37		
Rensselaer	\$975.71	\$7,662.37		
Wheatfield	\$275.29	\$3,047.42		
PHOTOCOPIES.....			\$445.94	\$4,615.58
DeMotte	\$185.14	\$1,785.24		
Rensselaer	\$199.05	\$2,151.46		
Wheatfield	\$61.75	\$678.88		
CARDS.....			\$49.00	\$578.00
DeMotte	\$14.00	\$248.00		
Rensselaer	\$27.00	\$248.00		
Wheatfield	\$8.00	\$82.00		
COMPUTER DISKS.....			\$0.70	\$3.50
INTEREST.....			\$1,067.93	\$12,916.40
TAXES.....			\$2,743.75	\$522,238.98
Property Tax	\$0.00	\$316,489.58		
Financial Institution Tax	\$0.00	\$738.38		
License Excise Tax	\$0.00	\$29,168.77		
Local Option/Certified Shares	\$0.00	\$154,414.00		
Local Option/Property Tax Repl.	\$0.00	\$18,684.50		
State Distribution	\$2,743.75	\$2,743.75		
REFUNDS.....			\$0.00	\$1,082.68
Outstanding check (Town/Demotte)	\$0.00	\$18.72		
Sale/Card Catalog/Auction	\$0.00	\$867.26		
Fix Trash Gate Post (Custom Lawn	\$0.00	\$26.50		
Sidewalk caulking (Peggy Woods)	\$0.00	\$69.30		
Postage	\$0.00	\$3.00		
LaPorte P.L..(travel exp.reimburse.)	\$0.00	\$97.90		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$6,061.32	\$558,173.30
PLAC FUND.....			\$42.00	\$126.00
GIFT FUNDS.....			\$65.00	\$3,781.37
DeMotte	\$65.00	\$355.00		
Rensselaer	\$0.00	\$3,279.00		
Wheatfield	\$0.00	\$147.37		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$217,496.09
Property Tax	\$0.00	\$198,717.95		
Financial Institution Tax	\$0.00	\$463.62		
License Excise Tax	\$0.00	\$18,314.52		
HOST/HOSPITALITY FUND.....			\$0.00	\$1,280.88
LIBRARY IMPROVEMENT FUND.....			\$202.74	\$2,049.41
ORAL HISTORY GRANT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$290.50
INDIANA TECHNOLOGY GRANT FUND.....			\$0.00	\$34,203.55
STATE TECHNOLOGY GRANT 1997.....			\$0.00	\$6,152.00
CONSTRUCTION FUND.....			\$20.68	\$393.45
Interest Earned	\$20.68	\$393.45		
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$23.81
TOTAL RECEIPTS - ALL FUNDS.....			\$6,391.74	\$823,970.36

REGISTER OF CLAIMS
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016144	01256	ALCO DISCOUNT STORE #290	28.98	08 SEP 97	PRINTER STAND, CLIPBOARD
016145	01257	AMERICAN BUSINESS DIRECTORIE	2000.00	08 SEP 97	AMER.BUS.DISC LICENSE 8/97-8
016146	01258	ASSOCIATED LIBRARIES, INC.	169.80	08 SEP 97	BOOKS
016147	01259	AVC CORPORATION	198.00	08 SEP 97	AUG & SEP FINANCIAL COMP.CON
016148	01260	BEN FRANKLIN	14.40	08 SEP 97	CRAFT ITEMS,WINDOW DECOR.,BA
016149	01261	BAKER & TAYLOR	3389.74	08 SEP 97	BOOKS
016150	01262	BETTY A. HUFF (PAS-TIME BOO	1422.96	08 SEP 97	BOOKS, A.V.
016151	01263	BRODART CO.	203.06	08 SEP 97	MARKER/EASEL STAND-DEMOTTE
016152	01264	BROWN'S GARDEN SHOPPE	297.85	08 SEP 97	MEMORIAL TREE REPLACEMENTS
016153	01265	BUSINESS COMMUNICATIONS INC.	1206.00	08 SEP 97	1997 THOMAS REGISTER CD-ROM(
016154	01266	CHARLOTTE FAGEN	29.96	08 SEP 97	MILEAGE, STACKABLE BINS-DEM.
016155	01267	CONSOLIDATED INSURANCE AGENC	36.00	08 SEP 97	WORKMEN'S COMP-ADDITIONAL CH
016156	01268	DAVIDSON TITLES INC.	81.72	08 SEP 97	BOOKS
016157	01269	DEMCO	92.46	08 SEP 97	TAPE, BOOK EASELS
016158	01270	DEYOUNG PLUMB, HTG, & AIR CO	66.00	08 SEP 97	AIR CONDITIONER SERVICE-WHEA
016159	01271	DIANE KROS	13.80	08 SEP 97	MILEAGE
016160	01272	DISTRICT 1 - ILF	615.00	08 SEP 97	25 REGISTRATIONS-ANNUAL MTG.
016161	01273	EBSCO SUBSCRIPTION SERVICES	27.30	08 SEP 97	CONSUMER REPORTS-DEM.
016162	01274	FASE'S WATER TREATMENT & FLO	78.25	08 SEP 97	REDOUT,VACUUM REPAIR,WET/DRY
016163	01275	FOUNDATION CENTER	379.50	08 SEP 97	DIRECTORY/BOOK
016164	01276	GA FOODS GROUP	7.68	08 SEP 97	BUSINESS BREAKFAST PROGRAM-R
016165	01277	GALE RESEARCH INC.	997.27	08 SEP 97	BOOKS
016166	01278	GAYLORD BROS.	401.00	08 SEP 97	BOOK TRUCK-DEM; QTLY.SOFTWAR
016167	01279	HERITAGE OFFICE PRODUCTS, IN	825.00	08 SEP 97	MITA #1415 SERV. CONTR.8/97-
016168	01280	HIGHSMITH CO. INC.	226.42	08 SEP 97	SHELF CLIPS,BLANK NCR FORMS
016169	01281	HP PRODUCTS CORP.	185.17	08 SEP 97	TRASH BAGS, CREME CLEANSER
016170	01282	INCOLSA	579.00	08 SEP 97	AV MTNCE/REPAIR WKSHP;INTRO/ COMPUTERS;SATELLITE TELECONF
016171	01283	INDIANA ONLINE USERS GROUP	40.00	08 SEP 97	MEMBERSHIPS
016172	01284	INFORMATION & RECORDS ASSOC.	137.50	08 SEP 97	MICROFICHE REPAIR/CLEANING-D
016173	01285	INGRAM	113.27	08 SEP 97	BOOKS
016174	01286	JOURNAL AND COURIER	119.00	08 SEP 97	USA TODAY NEWSPAPER 8/97-8/9
016175	01287	LAWN CARE CONSULTANTS	195.00	08 SEP 97	LANDSCAPING-WHEATF.
016176	01288	LINDA THOMPSON	6.60	08 SEP 97	REF. WORKSHOP MILEAGE
016177	01289	LYNN DAUGHERTY	78.63	08 SEP 97	MILEAGE, INTERVIEWS
016178	01290	MARLENE BEEDLE	84.04	08 SEP 97	UPS, MILEAGE
016179	01291	MICHELLE HEEKE	7.85	08 SEP 97	GRAPHICAL GALAXY TRIP EXPENS
016180	01292	MIDWEST VISUAL EQUIPMENT CO.	62.90	08 SEP 97	OVERHEAD PROJECTOR REPAIR-RE
016181	01293	MICROMARKETING ASSOCIATES	21.45	08 SEP 97	VIDEO
016182	01294	MONTGOMERY KONE,INC.	770.04	08 SEP 97	ELEVATOR CONTRACT-8/97-8/98
016183	01295	NETNITCO	67.50	08 SEP 97	INTERNET SERVICE-SEP 1997
016184	01296	NIPSCO	2934.04	08 SEP 97	DEMOTTE UTILITIES-7/15-8/19/
016185	01297	NORTHWESTERN INDIANA TELEPHO	184.12	08 SEP 97	DEMOTTE TELEPHONE-SEP.1997
016186	01298	PA USERS CLUB/IA USERS CLUB	61.85	08 SEP 97	PRINT ARTIST CD-ROM
016187	01299	PATTY STRINGFELLOW	6.20	08 SEP 97	GRAPHICAL GALAXY TRIP EXPENS
016188	01300	PUBLIC BROADCASTING SERVICE	56.18	08 SEP 97	VIDEOS
016189	01301	PRECISION CONTROL SYSTEMS, I	10954.15	08 SEP 97	A.C. REPAIRS-RENS. & DEM.
016190	01302	QUALITY BOOKS INC.	21.48	08 SEP 97	BOOKS

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

03 Sep 97

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016191	01303	QUILL	43.22	08 SEP 97	LABELS,FAX PAPER,PENS,LEGAL
016192	01304	REED REFERENCE PUBLISHING	264.24	08 SEP 97	AM LIBRARY DIRECTORY 97-98
016193	01305	RENSSELAER REPUBLICAN	63.71	08 SEP 97	BUDGET ADVERTISEMENT
016194	01306	RONALD D. McATEE	440.00	08 SEP 97	PROF.SERVICES-AUTOMATION NET
016195	01307	ROORDA INTERIORS	75.00	08 SEP 97	GLIDER REPAIRS-DEM.
016196	01308	SANDRA GERSBACH	136.50	08 SEP 97	SUBSTITUTE JANITORIAL SERVIC
016197	01309	SECRETARY OF STATE	10.00	08 SEP 97	NOTARY BOND APPLICATION-KOPA
016198	01310	SECURITY COURIERS CORP.	750.80	08 SEP 97	COURIER SERVICE-8/1-8/22
016199	01311	SHARON SCHULENBERG	5.20	08 SEP 97	GRAPHICAL GALAXY TRIP EXPENS
016200	01312	SHEILA MAXWELL	338.17	08 SEP 97	MILEAGE
016201	01313	SPRINT	138.71	08 SEP 97	LONG DISTANCE-AUGUST-WHEATF.
016202	01314	SUCCESS	24.97	08 SEP 97	2 YR.MAGAZINE SUBSC.
016203	01315	TEETERS CULLIGAN	39.65	08 SEP 97	WATER COOLER RENTAL & WATER-
016204	01316	THINK TANK INFORMATION SYSTE	2009.83	08 SEP 97	PRINTER PLATEN;TECHNOLOGY PR
016205	01317	TOWN OF DEMOTTE	43.12	08 SEP 97	SEWER SERVICE-JULY-DEMOTTE
016206	01318	TOWN OF WHEATFIELD SEWER WOR	41.05	08 SEP 97	SEWER SERVICE-WHEATFIELD-SEP
016207	01319	TYSEN'S COUNTRY GROCERY, INC	88.83	08 SEP 97	PROGRAMMING SUP-DEM.CH;CLEAN
016208	01320	USA TODAY	119.00	08 SEP 97	NEWSPAPER SUBSC.9/30/97-9/30
016209	01321	VIRGINIA VIS	65.00	08 SEP 97	LAWN MTNCE-WHEATF.
016210	01322	VISTA INC.	46.28	08 SEP 97	CEILING SPOT BULBS
016211	01323	WAL-MART STORES, INC.	103.88	08 SEP 97	WINDOWS 95 SOFTWARE;CORKBOAR
016212	01324	WALSTRA FINE CUT	244.50	08 SEP 97	JULY LAWN MOWING-DEMOTTE
016213	01325	WORLD COM	28.49	08 SEP 97	JULY LONG DISTANCE-DEMOTTE

--TOTAL AMOUNT OF CLAIMS-- 34614.27

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 34614.27. Dated 08 SEP 97.

_____	_____
_____	_____
_____	_____
_____	_____

OCT

AGENDA

Jasper County Public Library Board of Trustees
Monday, October 13, 7:00 PM
Rensselaer Library
Monthly Meeting

Purpose

Executive Session: to discuss an employee job performance evaluation

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance (R 7)

General Business

- A. Budget 1998 concerns:
 - Hearing report
 - Setting of Director's Salary (R 19)
- B. Board development concerns (R 9-17)
- C. Building concerns (R 20)
 - DeMotte & Rensselaer air conditioning
 - Wheatfield space considerations

Information
Action

Action

Discussion

Director's Report (R 19 - R 21)

Discussion

Items for future Agendas

Public Forum

Adjournment

MINUTES.....September 8, 1997
Jasper County Public Library Board Of Director's Meeting 7:00 PM
Wheatfield Library

Present: Anne-Marie Egan, Barbara Leestma, Patrick O'Rourke, Mary Linda Casey (late), Lynn Daugherty. Absent: Wilbur Doty, Robert Souza, Mary Duggleby.

Children's Specialist Report: Each librarian reported on their activities and programs during the year. Attracting youth to YA programs is still a challenge. Overall each library had a very successful year. The most popular and well attended programs were those given by professional speakers. The staff expressed their appreciation for providing the funds to support these events.

Approval of Agenda/Consent Agenda: With the inclusion of the Group Visit Policy to the Agenda under General Business, A-M Egan moved to approve the consent agenda items including the August Minutes, Bills/Financial Reports, Salary Ordinance Update, \$500 Moving Expense appropriation, Library Behavior Policy, Holiday Policy, and Library Board and Staff Privileges Policy as presented. Motion was seconded by P. O'Rourke. Motion passed.

1998 Budget: The 1998 budgets having been duly advertised, a hearing producing no dissent, and having received no dissenting petitions, the board moved to adopt the 1998 Operating budget in the amount of \$1,275,382, LIRF budget for \$52,500, and the BIRF budget for \$435,015 on a motion by A-M Egan. P. O'Rourke seconded the motion.. Vote was unanimous.

Building Concerns: L. Daugherty will ask Precision Control to document their findings of the undersized orifices at the air handling unit at the Rensselaer Library in written form. Costs incurred since April of 1995 to resolve the air conditioning problems at the Rensselaer Library have totaled \$15,344.57. M.L Casey suggested then sending a letter to the architect and contractor involved, asking them to propose a combined settlement offer by October 15. Otherwise, we would have to pursue our legal remedies. Our attorney, Kent Mahnesmith, will be consulted before sending this letter. The board also suggested the use of an arbitrator

DeMotte Library has recently experienced problems with their air conditioner. Precision Control found the oil safety valve locked out as happened during the recent problems at Rensselaer. L. Daugherty will ask them to check to see that DeMotte does not have the same problem as did Rensselaer. Heating season is fast approaching and we will again attempt to find a resolve to past issues.

Group Visit Policy: In order to better serve individuals arriving in a group setting, the board approved the Group Visit Policy on a motion by P. O'Rourke, seconded by A-M. Egan.

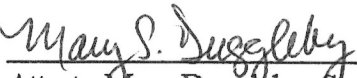
Director's Report: The data line provided by LDDS/WorldCom to the DeMotte Library resumed on August 19th after having service disconnected on July 30th.

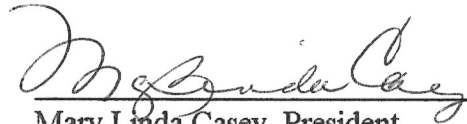
Director evaluation forms will be mailed to board members this week. Evaluation reports should be sent to B. Leestma, chairwoman of Evaluation Committee by September 19, 1997 in the self-addressed stamped envelope. Her committee will then meet and provide the Director with a board evaluation in executive session at the October board meeting.

Pedco, a division of Nipsco, performed a lighting audit at the DeMotte Library in August 1997. The results of this study showed that considerable savings (\$7,400 annually) could be achieved by installing more efficient replacement lights and ballasts. Initial outlay would be approximately \$27,000, taking less than 4 years to recoup the expense. Further consideration will be given to this project at a later date.

Future Agendas: A.M. Egan requested a discussion at the next board meeting on the recent Dan Cain newsletter concerning board rotation, recruitment of new board members, and other ideas expressed in the newsletter.

The meeting was adjourned on a motion by P. O'Rourke, seconded by A-M Egan.


Attest: Mary Duggleby, Secretary


Mary Linda Casey, President

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

September 1997

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	129	28.0	127	27.5	175	37.9	431	93.4
LOCAL HISTORY								
In person	8	2.3	12	3.4	3	0.9	23	6.5
Letters written	2	2.0	4	4.0		0.0	6	6.0
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer agreements	12	1.0	96	8.0	10	0.8	118	9.8
Computer software used	12	1.0	101	8.4	12	1.0	125	10.4
VCR Use	4	0.5	1	0.1	0	0.0	5	0.7
Microforms	0	0.0	67	8.9	0	0.0	67	8.9
CD ROM software used	153	12.8	158	13.2	106	8.8	417	34.8
Public use of FAX service	11	1.8	18	3.0	8	1.3	37	6.2
Typewriter use	4	0.2	1	0.1	2	0.1	7	0.4
Other equipment used	0	0.0	0	0.0	0	0.0	0	0.0
OTHER LIBRARY SERVICES USED								
Walking book visits	1	0.7	2	1.3	0	0.0	3	2.0
Notarized documents	1	0.3	3	0.8	0	0.0	4	1.0
Meeting Room Use (number of groups)	46	15.3	33	11.0	18	6.0	97	32.3
Study room use	18	1.5	12	1.0	0	0.0	30	2.5
Ref book/vf copies made	204	17.0	1067	88.9	105	8.8	1376	114.7
Tax forms distributed		0.0		0.0		0.0		0.0
INTERLIBRARY LOANS								
Requests made for:	47	11.8	50	12.5	5	1.3	102	25.5
Items rec'd for:	39	19.5	51	25.5	5	2.5	95	47.5
Items requested by other libraries							0	
Items supplied to other libraries		0.0		0.0		0.0	0	0.0
PROGRAMS								
Children's Programs (0-13)	16	96	14	84	10	60	40	240
Number attending	195		201		99		495	
YA Programs (14-17)		0		0		0	0	0
Number attending							0	
Adult Programs	1	6	10	60	1	6	12	72
Number attending	63		91		32		186	
Senior Citizen Programs		0		0		0	0	0
Number attending			10				10	
TOTAL NO. OF PROGRAMS	17	102	24	144	11	66	52	312
TOTAL PERSONS ATTENDING	258		302		131		691	
TOTAL HOURS SPENT		319.5		505.6		201.4		1026.5

CIRCULATION BY PATRON CODE
September 1997

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
Adult Male (0)	891	11.3%	804	9.2%	376	10.8%	2071	10.3%
Adult Female (1)	4681	59.4%	4683	53.8%	1961	56.1%	11325	56.4%
Juvenile 0-11 (2)	1148	14.6%	1471	16.9%	512	14.7%	3131	15.6%
YA 12-17 (3)	451	5.7%	489	5.6%	267	7.6%	1207	6.0%
Nonresident No Fee (4)	67	0.9%	248	2.8%	89	2.5%	404	2.0%
Board/Staff (5)	294	3.7%	401	4.6%	258	7.4%	953	4.7%
School (6)	0	0.0%	123	1.4%	0	0.0%	123	0.6%
St. Joseph College (7)	6	0.1%	98	1.1%	0	0.0%	104	0.5%
State Library Card (8)	3	0.0%	0	0.0%	0	0.0%	3	0.0%
Nonresident Fee (9)	23	0.3%	9	0.1%	0	0.0%	32	0.2%
Corporate (10)	0	0.0%	79	0.9%	20	0.6%	99	0.5%
Reciprocal (11)	315	4.0%	307	3.5%	10	0.3%	632	3.1%
Total	7879		8712		3493		20084	
 Total items borrowed by nonresidents	 414	 5.3%	 785	 9.0%	 99	 2.8%	 1298	 6.5%
REGISTRATIONS								
Borrowers--Start of month:	6094		6349		2542		14985	
Borrowers--End of month:	6180		6455		2566		15201	
 Non-resident, paying	 8		 18		 0		 26	
PLAC card users	0		3		0		3	
Reciprocal borrowers	171		112		10		293	

WHEATFIELD COLLECTION

MONTH
END

V
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XX

ADULT BOOKS

7862	7911	7901	7948	Fiction
7022	5481	7014	5497	Nonfiction

CHILDREN'S BKS

5907	5784	5865	5771	Fiction
3264	3213	3291	3231	Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

2	2	2	2	368	155	368	155	3	3	3	3	GRAPHIC MAT'L
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0 0 0 0 0 0 0 0 0 0 MICROFORMS

1047	921	1047	921	2126	1565	2137	1576	1170	1064	1186	1079	SOUND REC,ADULT
147	147	149	149	151	154	154	157	0	0	6	7	SOUND REC., CH
6	3	6	3	15	9	15	9	5	5	5	5	CD ROM SOFTWARE
4	2	4	2	87	23	87	23	112	57	112	57	SOFTWARE

850	825	905	880	1093	1051	1138	1096	746	685	763	702	VANS
1	1	1	1	1	1	1	1			0	0	EQUIPMENT

38675	35394	39051	35696	49947	45952	50201	46203	26091	24203	26146	24300	TOTAL
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[illegible]

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
July through September 1997--6 sample days

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REFERENCE QUESTIONS				
Telephone: Directional	58	86	90	234
Telephone: Reference	122	134	35	291
In-person: Directional	58	146	117	321
In-person: Reference	144	151	52	347
Total	382	517	294	1193

Monthly Equivalent for July-September 1997

REFERENCE QUESTIONS				
Telephone: Directional	251	373	390	1014
Telephone: Reference	529	581	152	1261
In-person: Directional	251	633	507	1391
In-person: Reference	624	654	225	1504
Total	1655	2240	1274	5170

Monthly Equivalent for July 1996

REFERENCE QUESTIONS				
Telephone: Directional	351	633	390	1374
Telephone: Reference	399	355	269	1023
In-person: Directional	347	741	507	1595
In-person: Reference	455	680	308	1443
Total	1552	2409	1474	5435

Salary Ordinance 1997

October 1997 update

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date	Raise Date(s)
Colvin, Valerie	Page	\$5.50	10	R	5/15/96	
Copley, Justin	Clerk	\$5.75	27	R	9/10/97	

Valerie Colvin has changed from a clerk position to a page position because of a change in the hours she is available to work. She fills the vacancy left by Rae Ann Lanoue.

Justin Copley, a St. Joseph's College student with previous library experience, has taken the clerk position formerly held by Valerie and Mandy Narcaroti.

Mary S. Duggleby
 Anne-Marie Egan
 Meggan Lacey
 Barbara Lestura

Robert Souza

MEMORANDUM

Planning for Board Development

Summary: At our September meeting, Anne Marie asked that we consider suggestions made in the Dan Cain newsletter Vol. 2, No. 3 concerning "rotation" of board members, board member responsibilities and recruiting new board members. The papers accompanying this memo include

- materials which could be included in a packet given to a prospective board member
- ideas for the orientation of new board members
- ideas for continuing education of board members

Discussion: On December 31, 1997, we will be losing 2 board members--Bob, whose term expires then, and Wil, who is resigning so that he can devote more time to other commitments. Next May, Mary Linda will be leaving the board, and in December 1998, Barb will be leaving the board, having also served the maximum-allowable terms. Our board after that will be a much less experienced board than at present.

Anne-Marie's suggestion is very timely, therefore, that the board put some effort into considering what constitutes a good board member and what expectations are of each board member.

Anne Marie suggested that I present some ideas as a starting point for the board's discussion of this topic.

The "letter from the president" to prospective board members is very rough and needs revision.

The "Fact Sheet" may include items you feel are not important for the prospective board member, or you may think of other facts which would be useful. Those of you who have not been on the board long may have insight into what you "wish you had known" at that stage.

over--

"In the Public Trust" is the first page of your Trustees Manual. It states the basic purpose of public libraries.

In addition to those pages and the "Code of Ethics", I would suggest including certain pages from your Trustee Manual: A1-A5, B1-B9. You may want to look at those pages in your manual to see if you think they should be included. Perhaps it would help to bring those manuals to the board meeting. Maybe you can think of a shorter 1 page summary of those topics which would give the needed information.

Note: Because Wil had submitted his letter of resignation directly to the KV School Board, and I did not want them to make an appointment before we could give them a good suggestion for a candidate, I have already given these materials (except the letter) to Roger Walstra who expressed an interest in serving on the Board.

Issues You May Wish to Discuss:

1. What constitutes a responsible board member?
2. Is a prospective board member's packet advisable?
3. Who has the responsibility of developing the packet? Should a committee be appointed?
- 4.. In the interests of time, is the board able to determine the items to be placed in the *prospective board member packet* now?
5. Should a new board member packet be developed and what should it contain?
6. What training is needed for a new board member?
7. Do you like the idea of inviting former board members to participate on board or board/staff committees?
8. What consideration should be given to continuing education for board members?
9. Should a committee should be appointed to deal with these issues?

In-Service Continuing Education for Library Board

Ideas

Five-ten minute information/discussion sessions, listed on board meeting agendas each month, concerning issues suggested by the board or a board committee.

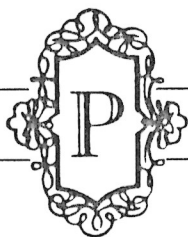
Perhaps set up a schedule for all of 1998 by the end of 1997. Possible topics I can think of—if they are of interest to you:

- ☐ State library organizations (and acronyms) and their roles
- ☐ Overview of how director spends her time: average hours worked per day, kinds of off-site meetings attended throughout year, number of days spent preparing for each board meeting
- ☐ How materials are selected
- ☐ Monthly statistical reports: how to read and analyze them
- ☐ Monthly financial reports: how to read and understand them
- ☐ Library legislation

Continue annual reports by Technical Services, Children's Specialists/Librarian, Agency Librarians. Add annual technology report by System Specialist.

Maybe the Board would want to set as a goal or requirement or whatever, that each board member will annually

- ☐ attend at least one NILBA dinner (out of 4) per year and/or
- ☐ one workshop, district meeting or conference and/or
- ☐ listen to one of the Dan Cain tapes on board responsibilities



PRECISION

Control Systems, Inc.

405 East Ridge Road • Griffith, Indiana 46319
(219) 838-1177 • (708) 862-1177 • Fax (219) 838-6717

October 2, 1997

Jasper County Library
200 West Susan Street
Rensselaer, Indiana 47978-2447

Attention: Lynn Daugherty

Reference: Rensselaer Library
Recent Problem Corrections

Dear Lynn:

During this cooling season we have experienced many cooling calls for the above indicated library. These service calls were due to the air conditioning unit off on oil safety.

We surveyed why this problem existed and consulted Carrier Corporation to assist in this exploration. We determined that the original refrigerant piping was installed without any oil traps and was inadequately sized. Also, this equipment was installed without using a hot gas bypass.

During our investigation, we found from the past history of the unit, that before we started to service this equipment several compressors were replaced. With the incorrect pipe size and the incorrect piping practice compressor failures are common.

With the library utilizing DXVAV cooling, the hot gas is very important for controlling refrigerant pressures during low load conditions.

With your consent, Precision Controls removed the existing refrigerant piping and reinstalled new refrigerant piping correctly sized. We also redirected the pipe to allow for oil traps and proper drain pitch for oil return. Hot gas bypass was added during this time.

We discovered that the distributor nozzles were improperly sized during the piping installation. The nozzles were smaller than they should have been. With these nozzles being sized too small, oil return would be effected and proper cooling from the equipment would be minimized. The nozzles were replaced with a correct size during this time frame.

Engineers • Contractors
Offices Throughout Indiana

Jasper County Library
October 2, 1997
Page 2

It should be noted, that since the repiping was performed we have not had any service calls for the unit to be off due to oil pressure. We feel that a vast improvement was accomplished on the HVAC equipment at your facility. The compressor protection is much improved, but it should be noted that these compressors ran for many hours before these improvements were performed.

Best Regards,

A handwritten signature in cursive script, reading "Robert C. Jackson".

Robert C. Jackson
Service Manager

RCJ:dsg

JCPL FINANCIAL STATEMENT

Sep 1997

	<u>Beginning 1997 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$428,405.17	\$4,884.37	\$563,057.67	\$88,235.07	\$838,400.88	\$153,061.96
Investments						
Public Library Access Card Fund	\$40.00	\$21.00	\$147.00	\$0.00	\$124.00	\$63.00
Gift Fund	\$2,694.83	\$30.00	\$3,811.37	\$0.00	\$1,242.56	\$5,263.64
DeMotte	\$905.58	\$0.00	\$355.00	\$0.00	\$71.30	\$1,189.28
Rensselaer	\$1,019.55	\$25.00	\$3,304.00	\$0.00	\$1,097.54	\$3,226.01
Wheatfield	\$769.70	\$5.00	\$152.37	\$0.00	\$73.72	\$848.35
Bond & Interest Redemption Fund	\$96,902.46	\$0.00	\$217,496.09	\$0.00	\$101,632.50	\$212,766.05
Investments \$212,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$1,280.88	\$0.00	\$1,280.88	\$0.00
Library Improvement Reserve Fund	\$69,841.66	\$187.92	\$2,237.33	\$1,979.83	\$30,195.75	\$41,883.24
Investments \$0.00						
Netty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund	\$1,471.65	\$0.00	\$0.00	\$0.00	\$1,389.10	\$82.55
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$376.80	\$0.00	\$290.50	\$0.00	\$576.82	\$90.48
Indiana Technology Grant Fund	\$0.00	\$0.00	\$34,203.55	\$0.00	\$34,203.55	\$0.00
State Technology Grant 1997	\$0.00	\$0.00	\$6,152.00	\$0.00	\$6,152.00	\$0.00
Construction Fund	\$9,263.77	\$19.84	\$413.29	\$0.00	\$5,628.96	\$4,048.10
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
State Tax Collected	\$0.00	\$0.00	\$0.00	\$54.93	(\$1,481.73)	\$1,481.73
County Tax Collected	\$0.00	\$0.00	\$0.00	\$16.14	(\$447.77)	\$447.77
Employee Health Insur.	\$328.78	\$0.00	\$23.81	(\$32.62)	(\$33.95)	\$386.54
Employee P.E.R.F.	\$2,991.93	\$0.00	\$0.00	(\$1,100.12)	(\$342.44)	\$3,334.37
TOTAL ALL FUNDS.....	\$612,517.05	\$5,143.13	\$829,113.49	\$89,153.23	\$1,018,521.11	\$423,109.43

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
30 Sep 97

1.	BANK ONE CHECKING	8914.55
2.	BANK ONE-CONSTRUCTION FUND SAV	4048.10
3.	BANK ONE-LIRF	41883.24
4.	PEOPLES STATE BANK	138606.34
5.	DEMOTTE STATE BANK	17657.20
6.		.00
7.		.00
8.		.00
9.		.00
10.		.00
11.	PINNACLE BANK CDs (2)	.00
12.	INDIANA FEDERAL CD#9100174254	.00
13.	PEOPLES STATE BANK CDs	.00
14.	PEOPLES CD#3000480	212000.00
15.		.00
TOTAL ALL BANK ACCOUNTS		423109.43

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 30 Sep 97

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
29 DEC 97	3000480	PEOPLES'BANK	185 DAY	212000.00	5.75	BIRF	27 JUN 97	.00	
		--TOTALS--		212000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 30 Sep 97

DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
16 JAN 97	30000286	PEOPLES STATE	30 DAY	125000.00	5.30	OPERATING	17 DEC 96	544.52	
14 FEB 97	30000285	PEOPLES STATE	62 DAY	125000.00	5.55	OPERATING	17 DEC 96	1178.42	
16 JUN 97	30000284	PEOPLES STATE	181 DAYS	200000.00	5.55	OP-103100;B	17 DEC 96	5504.38	
27 JUN 97	9100174254	INDIANA FEDER	45 DAY	325000.00	5.55	OP-190000;B	13 MAY 97	2223.80	
07 AUG 97	193370	PINNACLE BANK	45 DAY	100000.00	5.60	OPERATING	23 JUN 97	690.41	
23 SEP 97	193365	PINNACLE BANK	90 DAY	150000.00	5.70	OPERATING	23 JUN 97	2155.07	
		--TOTALS--		1025000.00				12296.60	

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 30 SEP 97

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	41912.00	3458.00	31056.13	10855.87	74.1
1.12	SALARY OF ASSISTANTS	492774.78	38681.10	343401.03	149373.75	69.7
1.13	WAGES OF JANITORS	36366.75	2315.22	21078.09	15288.66	58.0
1.21	EMPLOYER'S SHARE-FICA	43689.74	3400.74	30258.47	13431.27	69.3
1.22	UNEMPLOYMENT COMPENSATION	3104.00	.00	2863.18	240.82	92.2
1.23	EMPLOYER'S CONTRIB.- PERF	24150.00	.00	17743.32	6406.68	73.5
1.24	EMPLOYER'S CONTRIB.- INS.	16200.00	508.04	4593.43	11606.57	28.4
1.31	OTHER PERSONAL SERVICES	1000.00	136.50	563.86	436.14	56.4
2.11	OFFICIAL RECORDS	1000.00	.00	775.73	224.27	77.6
2.12	STATIONERY AND PRINTING	700.00	.00	564.00	136.00	80.6
2.13	OTHER OFFICE SUPPLIES	5200.00	47.21	2852.33	2347.67	54.9
2.21	CLEANING & SANITATION SUPPLIES	4000.00	99.25	2253.88	1746.12	56.3
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	4.34	15.66	21.7
2.23	OTHER OPERATING SUPPLIES	4200.00	204.08	1147.23	3052.77	27.3
2.31	BUILDING MATERIALS & SUPPLIES	700.00	26.25	625.01	74.99	89.3
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	1.54	198.46	.8
2.33	REPAIR PARTS	500.00	.00	161.74	338.26	32.3
2.41	LIBRARY SUPPLIES	4500.00	177.39	2981.85	1518.15	66.3
2.42	AUTOMATION SUPPLIES	4300.00	206.40	2202.44	2097.56	51.2
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	.00	652.50	597.50	52.2
3.14	OTHER PROFESSIONAL SERVICES	9400.00	839.00	6934.57	2465.43	73.8
3.21	TELEPHONE	12000.00	1224.24	9053.53	2946.47	75.4
3.22	POSTAGE	6650.00	50.44	4088.34	2561.66	61.5
3.23	TRAVELING EXPENSE	4500.00	449.40	2629.65	1870.35	58.4
3.24	PROFESSIONAL MEETINGS	6297.90	1583.05	4421.29	1876.61	70.2
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17121.00	67.50	7636.74	9484.26	44.6
3.31	ADVERTISING & PUBLIC NOTICES	900.00	63.71	1044.64	-144.64	116.1
3.32	OTHER PRINTING	150.00	.00	.00	150.00	.0
3.41	OFFICIAL BONDS	250.00	.00	50.00	200.00	20.0
3.42	OTHER INSURANCE	18000.00	46.00	12687.00	5313.00	70.5
3.51	GAS	27000.00	3681.55	22695.62	4304.38	84.1
3.52	ELECTRICITY	51000.00	4756.25	34565.12	16434.88	67.8
3.53	WATER	1000.00	79.85	580.05	419.95	58.0
3.54	WASTE DISPOSAL SERVICES	2500.00	165.47	1687.83	812.17	67.5
3.61	BUILDING & STRUCTURES	34026.50	11768.50	23556.14	10470.36	69.2
3.62	EQUIPMENT	4000.00	411.40	2530.80	1469.20	63.3
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	169.55	55.45	75.4
3.91	DUES	2100.00	40.00	990.00	1110.00	47.1
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	.00	.00	.00	.00	.0
3.95	SERVICE CONTRACTS	9400.00	750.80	6621.44	2778.56	70.4
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	500.00	.00	.00	500.00	.0
3.98	MAINTENANCE CONTRACTS	30000.00	1933.04	7096.64	22903.36	23.7
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	97000.00	489.05	73914.78	23085.22	76.2
4.51	BOOKS	137000.00	6603.66	103442.35	33557.65	75.5
4.52	PERIODICALS & NEWSPAPERS	36700.00	290.27	26135.45	10564.55	71.2
4.53	NONPRINTED MATERIALS	33300.00	3671.76	20089.25	13210.75	60.3
	-TOTAL-	1226957.67	88235.07	838400.88	388556.79	68.3

CHANGES TO APPROPRIATION REPORT
DATE 30 Sep 97

Fund/Account No	Date	Amount	Explanation
100-1.12	02 Jan 97	24357.78	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.13	02 Jan 97	2775.75	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.21	02 Jan 97	2078.74	ENCUMBERED FUNDS/BD.ACTION 12-96
100-3.24	04 Jun 97	97.90	REIMBURSED/V.MARAVILLA ILF EXPEN
100-3.26	10 Sep 97	-500.00	PER BOARD AUTHORIZATION 9/8/97
100-3.61	08 Apr 97	26.50	REIMBURSE FOR TRASH GATE REPAIR
100-3.94	21 May 97	-55000.00	PER BD.RESOLUTION-5/12/97
100-3.97	10 Sep 97	500.00	PER BOARD AUTHORIZATION 9/8/97
100-4.4	21 May 97	55000.00	PER BD.RESOLUTION-5/12/97
100-4.52	13 Feb 97	-3300.00	PER BOARD APPROVAL-2/11/97 MTG.
100-4.53	13 Feb 97	3300.00	PER BOARD APPROVAL-2/11/97 MTG.
120.03-3.81	21 Jul 97	.00	
120.03-3.82	21 Jul 97	203265.00	annual appropriation not entered
155-3.21	30 Apr 97	-1.00	OVERAPPROPRIATED FUND
177-4.4	30 Jun 97	1000.00	ENTRY ERROR-SHOULD'VE BEEN \$6152
180-3.14	15 Jan 97	131.92	INTEREST EARNED 4th QUARTER 1996
180-3.14	30 Apr 97	130.89	INTEREST EARNED 1st QTR.1997
180-3.14	30 May 97	44.23	INTEREST EARNED MAY 1997

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 SEP 97

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
IND EFT	01369	INDIANA DEPARTMENT OF REVENUE	2000.57	10 SEP 97	STATE & COUNTY TAX WITHHELD REF #01415, VERIFICATION COD 9/10/97 @ 11:00am
FED.EFT	01420	INTERNAL REVENUE SERVICE CEN	5698.41	25 SEP 97	FED & FICA TAXES WITHHELD 25 REF #11306153, TRANSFER 26 S
TRANSFER	01419	JASPER COUNTY PUBLIC LIBRARY	150000.00	25 SEP 97	CD #193365 MATURED
FED EFT.	01368	INTERNAL REVENUE SERVICE CEN	5452.84	10 SEP 97	FED & FICA TAX WITHHELD 10 S REF.#10281406, TRANSFER 11 S
006678	01337	MARLENE BEEDLE	409.68	10 SEP 97	PAYROLL
006679	01331	GLENDA BROWN	569.74	10 SEP 97	PAYROLL
006680	01334	RENEE CARR	457.73	10 SEP 97	PAYROLL
006681	01348	VALERIE A. COLVIN	126.64	10 SEP 97	PAYROLL
006682	01333	LYNN DAUGHERTY	929.78	10 SEP 97	PAYROLL
006683	01326	CHARLOTTE FAGEN	723.38	10 SEP 97	PAYROLL
006684	01347	STEPHANIE D. FILSON	444.04	10 SEP 97	PAYROLL
006685	01345	HEEKE, MICHELLE M.	889.44	10 SEP 97	PAYROLL
006686	01351	SANDRA L. HESTERMAN	324.38	10 SEP 97	PAYROLL
006687	01336	ROSE E. HOWARD	457.82	10 SEP 97	PAYROLL
006688	01338	GAIL M. JUNG	704.05	10 SEP 97	PAYROLL
006689	01360	AMBER J. KALUF	114.98	10 SEP 97	PAYROLL
006690	01355	ERIN C. KINGMAN	103.42	10 SEP 97	PAYROLL
006691	01332	DIANA KOOY	438.75	10 SEP 97	PAYROLL
006692	01329	JOAN KOPANDA	476.35	10 SEP 97	PAYROLL
006693	01330	KROS, DIANE	587.91	10 SEP 97	PAYROLL
006694	01356	RAE ANN LANOUVE	26.38	10 SEP 97	PAYROLL
006695	01340	SHARON K. LEWIS	58.09	10 SEP 97	PAYROLL
006696	01359	SHEILA MAXWELL	787.50	10 SEP 97	PAYROLL
006697	01353	KRISTINE L. MAYS	375.59	10 SEP 97	PAYROLL
006698	01346	DIANE M. OPOLSKI	350.43	10 SEP 97	PAYROLL
006699	01349	JACKIE REAGAN	692.60	10 SEP 97	PAYROLL
006700	01344	LISA RUSHER	462.89	10 SEP 97	PAYROLL
006701	01361	CATHERINE A. SALYERS	396.44	10 SEP 97	PAYROLL
006702	01327	SHARON SCHULENBERG	538.00	10 SEP 97	PAYROLL
006703	01362	BECKY J. SHIDE	121.37	10 SEP 97	PAYROLL
006704	01342	JACK STANDISH	264.35	10 SEP 97	PAYROLL
006705	01357	PATRICIA STRINGFELLOW	446.50	10 SEP 97	PAYROLL
006706	01328	JILL TACHTIRIS	563.73	10 SEP 97	PAYROLL
006707	01358	LINDA THOMPSON	306.72	10 SEP 97	PAYROLL
006708	01363	APRIL VAN KLEY	39.58	10 SEP 97	PAYROLL
006709	01352	VIRGINIA VIS	101.58	10 SEP 97	PAYROLL
006710	01354	VIRGINIA L. VIS	162.26	10 SEP 97	PAYROLL
006711	01350	SUSAN M. WAKELAND	112.80	10 SEP 97	PAYROLL
006712	01339	WEBSTER, RACHAEL D.	458.46	10 SEP 97	PAYROLL
006713	01335	WHITED, AMBER	450.38	10 SEP 97	PAYROLL
006714	01343	MARGARET M. WOODS	532.79	10 SEP 97	PAYROLL
006715	01341	LEANNE YORK	901.14	10 SEP 97	PAYROLL
006716	01381	MARLENE BEEDLE	455.85	25 SEP 97	PAYROLL
006717	01375	GLENDA BROWN	622.69	25 SEP 97	PAYROLL

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 SEP 97

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
006718	01378	RENEE CARR	483.17	25 SEP 97	PAYROLL
006719	01392	VALERIE A. COLVIN	84.44	25 SEP 97	PAYROLL
006721	01377	LYNN DAUGHERTY	929.78	25 SEP 97	PAYROLL
006722	01370	CHARLOTTE FAGEN	723.38	25 SEP 97	PAYROLL
006723	01391	STEPHANIE D. FILSON	486.79	25 SEP 97	PAYROLL
006724	01389	HEEKE, MICHELLE M.	889.44	25 SEP 97	PAYROLL
006725	01395	SANDRA L. HESTERMAN	305.50	25 SEP 97	PAYROLL
006726	01380	ROSE E. HOWARD	511.61	25 SEP 97	PAYROLL
006727	01408	KRISTIN JOHNSON	58.88	25 SEP 97	PAYROLL
006728	01382	GAIL M. JUNG	704.05	25 SEP 97	PAYROLL
006729	01404	AMBER J. KALUF	63.41	25 SEP 97	PAYROLL
006730	01399	ERIN C. KINGMAN	103.42	25 SEP 97	PAYROLL
006731	01376	DIANA KOBY	438.75	25 SEP 97	PAYROLL
006732	01373	JOAN KOPANDA	489.23	25 SEP 97	PAYROLL
006733	01374	KROS, DIANE	653.77	25 SEP 97	PAYROLL
006734	01400	RAE ANN LANOUÉ	27.17	25 SEP 97	PAYROLL
006735	01384	SHARON K. LEWIS	116.20	25 SEP 97	PAYROLL
006736	01403	SHEILA MAXWELL	787.50	25 SEP 97	PAYROLL
006737	01397	KRISTINE L. MAYS	370.84	25 SEP 97	PAYROLL
006738	01390	DIANE M. OPOLSKI	390.46	25 SEP 97	PAYROLL
006739	01393	JACKIE REAGAN	692.60	25 SEP 97	PAYROLL
006740	01388	LISA RUSHER	505.64	25 SEP 97	PAYROLL
006741	01405	CATHERINE A. SALYERS	381.37	25 SEP 97	PAYROLL
006742	01371	SHARON SCHULENBERG	584.33	25 SEP 97	PAYROLL
006743	01406	BECKY J. SHIDE	106.19	25 SEP 97	PAYROLL
006744	01386	JACK STANDISH	297.54	25 SEP 97	PAYROLL
006745	01401	PATRICIA STRINGFELLOW	489.26	25 SEP 97	PAYROLL
006746	01372	JILL TACHTIRIS	621.46	25 SEP 97	PAYROLL
006747	01402	LINDA THOMPSON	111.26	25 SEP 97	PAYROLL
006748	01407	VAN KLEY, APRIL L.	106.67	25 SEP 97	PAYROLL
006749	01396	VIRGINIA VIS	135.44	25 SEP 97	PAYROLL
006750	01398	VIRGINIA L. VIS	162.26	25 SEP 97	PAYROLL
006751	01394	SUSAN M. WAKELAND	72.54	25 SEP 97	PAYROLL
006752	01383	WEBSTER, RACHAEL D.	509.28	25 SEP 97	PAYROLL
006753	01379	WHITED, AMBER	450.38	25 SEP 97	PAYROLL
006754	01387	MARGARET M. WOODS	582.05	25 SEP 97	PAYROLL
006755	01385	LEANNE YORK	901.14	25 SEP 97	PAYROLL
006756	01409	JUSTIN F. COPLEY	102.98	25 SEP 97	PAYROLL
016144	01256	ALCO DISCOUNT STORE #290	28.98	08 SEP 97	PRINTER STAND, CLIPBOARD
016145	01257	AMERICAN BUSINESS DIRECTORIE	2000.00	08 SEP 97	AMER.BUS.DISC LICENSE 8/97-8
016146	01258	ASSOCIATED LIBRARIES, INC.	169.80	08 SEP 97	BOOKS
016147	01259	AVC CORPORATION	198.00	08 SEP 97	AUG & SEP FINANCIAL COMP.CON
016148	01260	BEN FRANKLIN	14.40	08 SEP 97	CRAFT ITEMS,WINDOW DECOR.,BA
016149	01261	BAKER & TAYLOR	3389.74	08 SEP 97	BOOKS
016150	01262	BETTY A. HUFF (PAS-TIME BOO	1422.96	08 SEP 97	BOOKS, A.V.
016151	01263	BRODART CO.	203.06	08 SEP 97	MARKER/EASEL STAND-DEMOTTE
016152	01264	BROWN'S GARDEN SHOPPE	297.85	08 SEP 97	MEMORIAL TREE REPLACEMENTS
016153	01265	BUSINESS COMMUNICATIONS INC.	1206.00	08 SEP 97	1997 THOMAS REGISTER CD-ROM(

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 SEP 97

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016154	01266	CHARLOTTE FAGEN	29.96	08 SEP 97	MILEAGE, STACKABLE BINS-DEM.
016155	01267	CONSOLIDATED INSURANCE AGENC	36.00	08 SEP 97	WORKMEN'S COMP-ADDITIONAL CH
016156	01268	DAVIDSON TITLES INC.	81.72	08 SEP 97	BOOKS
016157	01269	DEMCO	92.46	08 SEP 97	TAPE, BOOK EASELS
016158	01270	DEYOUNG PLUMB, HTG, & AIR CO	66.00	08 SEP 97	AIR CONDITIONER SERVICE-WHEA
016159	01271	DIANE KROS	13.80	08 SEP 97	MILEAGE
016160	01272	DISTRICT 1 - ILF	615.00	08 SEP 97	25 REGISTRATIONS-ANNUAL MTG.
016161	01273	EBSO SUBSCRIPTION SERVICES	27.30	08 SEP 97	CONSUMER REPORTS-DEM.
016162	01274	FASE'S WATER TREATMENT & FLO	78.25	08 SEP 97	REDOUT,VACUUM REPAIR,WET/DRY
016163	01275	FOUNDATION CENTER	379.50	08 SEP 97	DIRECTORY/BOOK
016164	01276	GA FOODS GROUP	7.68	08 SEP 97	BUSINESS BREAKFAST PROGRAM-R
016165	01277	GALE RESEARCH INC.	997.27	08 SEP 97	BOOKS
016166	01278	GAYLORD BROS.	401.00	08 SEP 97	BOOK TRUCK-DEM; QTLY.SOFTWAR
016167	01279	HERITAGE OFFICE PRODUCTS, IN	825.00	08 SEP 97	MITA #1415 SERV. CONTR.8/97-
016168	01280	HIGHSMITH CO. INC.	226.42	08 SEP 97	SHELF CLIPS,BLANK NCR FORMS
016169	01281	HP PRODUCTS CORP.	185.17	08 SEP 97	TRASH BAGS, CREME CLEANSER
016170	01282	INCOLSA	579.00	08 SEP 97	AV MTNCE/REPAIR WKSHP;INTRO/ COMPUTERS;SATELLITE TELECONF
016171	01283	INDIANA ONLINE USERS GROUP	40.00	08 SEP 97	MEMBERSHIPS
016172	01284	INFORMATION & RECORDS ASSOC.	137.50	08 SEP 97	MICROFICHE REPAIR/CLEANING-D
016173	01285	INGRAM	113.27	08 SEP 97	BOOKS
016174	01286	JOURNAL AND COURIER	119.00	08 SEP 97	USA TODAY NEWSPAPER 8/97-8/9
016175	01287	LAWN CARE CONSULTANTS	195.00	08 SEP 97	LANDSCAPING-WHEATF.
016176	01288	LINDA THOMPSON	6.60	08 SEP 97	REF. WORKSHOP MILEAGE
016177	01289	LYNN DAUGHERTY	78.63	08 SEP 97	MILEAGE, INTERVIEWS
016178	01290	MARLENE BEEDLE	84.04	08 SEP 97	UPS, MILEAGE
016179	01291	MICHELLE HEEKE	7.85	08 SEP 97	GRAPHICAL GALAXY TRIP EXPENS
016180	01292	MIDWEST VISUAL EQUIPMENT CO.	62.90	08 SEP 97	OVERHEAD PROJECTOR REPAIR-RE
016181	01293	MICROMARKETING ASSOCIATES	21.45	08 SEP 97	VIDEO
016182	01294	MONTGOMERY KONE,INC.	770.04	08 SEP 97	ELEVATOR CONTRACT-8/97-8/98
016183	01295	NETNITCO	67.50	08 SEP 97	INTERNET SERVICE-SEP 1997
016184	01296	NIPSCO	2934.04	08 SEP 97	DEMOTTE UTILITIES-7/15-8/19/
016185	01297	NORTHWESTERN INDIANA TELEPHO	184.12	08 SEP 97	DEMOTTE TELEPHONE-SEP.1997
016186	01298	PA USERS CLUB/IA USERS CLUB	61.85	08 SEP 97	PRINT ARTIST CD-ROM
016187	01299	PATTY STRINGFELLOW	6.20	08 SEP 97	GRAPHICAL GALAXY TRIP EXPENS
016188	01300	PUBLIC BROADCASTING SERVICE	56.18	08 SEP 97	VIDEOS
016189	01301	PRECISION CONTROL SYSTEMS, I	10954.15	08 SEP 97	A.C. REPAIRS-RENS. & DEM.
016190	01302	QUALITY BOOKS INC.	21.48	08 SEP 97	BOOKS
016191	01303	QUILL	43.22	08 SEP 97	LABELS,FAX PAPER,PENS,LEGAL
016192	01304	REED REFERENCE PUBLISHING	264.24	08 SEP 97	AM LIBRARY DIRECTORY 97-98
016193	01305	RENSSELAER REPUBLICAN	63.71	08 SEP 97	BUDGET ADVERTISEMENT
016194	01306	RONALD D. McATEE	440.00	08 SEP 97	PROF.SERVICES-AUTOMATION NET
016195	01307	ROORDA INTERIORS	75.00	08 SEP 97	GLIDER REPAIRS-DEM.
016196	01308	SANDRA GERSBACH	136.50	08 SEP 97	SUBSTITUTE JANITORIAL SERVIC
016197	01309	SECRETARY OF STATE	10.00	08 SEP 97	NOTARY BOND APPLICATION-KOPA
016198	01310	SECURITY COURIERS CORP.	750.80	08 SEP 97	COURIER SERVICE-8/1-8/22
016199	01311	SHARON SCHULENBERG	5.20	08 SEP 97	GRAPHICAL GALAXY TRIP EXPENS
016200	01312	SHEILA MAXWELL	338.17	08 SEP 97	MILEAGE

REGISTER OF CLAIMS
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016201	01313	SPRINT	138.71	08 SEP 97	LONG DISTANCE-AUGUST-WHEATF.
016202	01314	SUCCESS	24.97	08 SEP 97	2 YR.MAGAZINE SUBSC.
016203	01315	TEETERS CULLIGAN	39.65	08 SEP 97	WATER COOLER RENTAL & WATER-
016204	01316	THINK TANK INFORMATION SYSTE	2009.83	08 SEP 97	PRINTER PLATEN;TECHNOLOGY PR
016205	01317	TOWN OF DEMOTTE	43.12	08 SEP 97	SEWER SERVICE-JULY-DEMOTTE
016206	01318	TOWN OF WHEATFIELD SEWER WOR	41.05	08 SEP 97	SEWER SERVICE-WHEATFIELD-SEP
016207	01319	TYSEN'S COUNTRY GROCERY, INC	88.83	08 SEP 97	PROGRAMMING SUP-DEM.CH;CLEAN
016208	01320	USA TODAY	119.00	08 SEP 97	NEWSPAPER SUBSC.9/30/97-9/30
016209	01321	VIRGINIA VIS	65.00	08 SEP 97	LAWN MTNCE-WHEATF.
016210	01322	VISTA INC.	46.28	08 SEP 97	CEILING SPOT BULBS
016211	01323	WAL-MART STORES, INC.	103.88	08 SEP 97	WINDOWS 95 SOFTWARE;CORKBOAR
016212	01324	WALSTRA FINE CUT	244.50	08 SEP 97	JULY LAWN MOWING-DEMOTTE
016213	01325	WORLDCOM	28.49	08 SEP 97	JULY LONG DISTANCE-DEMOTTE
016214	01364	INCOLSA	200.00	08 SEP 97	BASIC REFERENCE TRAINING-5 E
016215	01365	INDIANA DEFERRED COMPENSATIO	567.08	08 SEP 97	WITHHELD FROM PAYROLL-10 SEP DAUGHERTY,KOORY,KOPANDA,SCHUL
016216	01366	SPRINT	677.08	08 SEP 97	TELEPHONE SERVICE-RENS-SEP 9
016217	01367	SPRINT	33.39	08 SEP 97	TELEPHONE SERV-8/8 TO 8/19;D
016218	01410	INDIANA DEFERRED COMPENSATIO	567.08	25 SEP 97	WITHHELD FROM PAYROLL-25 SEP DAUGHERTY,KOORY,KOPANDA,SCHUL
016219	01411	ABE MARTIN LODGE	103.40	25 SEP 97	ROOM DEPOSITS 10/28 & 10/29/ CONF. #24273/DAUGHERTY,#2427
016220	01412	ACORDIA PERSONAL BENEFITS, I	599.06	25 SEP 97	QUARTERLY PREMIUM;REAGAN & H
016221	01413	CITY OF RENSSELAER	1886.03	25 SEP 97	UTILITIES 8/8/97 TO 9/8/97 R
016222	01414	INDIANA LIBRARY FEDERATION	166.00	25 SEP 97	IPLA LEADERSHIP/DAUGHERTY &
016223	01415	NIPSCO	595.77	25 SEP 97	UTILITIES;8/13/97 TO 9/12/97
016224	01416	SPRINT	162.45	25 SEP 97	TELEPHONE SERVICE SEPT 97-WH
016225	01417	Wyndham Garden	260.00	25 SEP 97	ROOM ACCOM. OCT 13,14,15,16- CONFIRMATION #234486
016226	01418	NIPSCO	3153.41	25 SEP 97	DEMOTTE UTILITIES-8/19-9/18/
--TOTAL AMOUNT OF CLAIMS--			239153.23		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 239153.23. Dated 13 OCT 97.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY

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Receipt Breakdown

Sep. 30, 1997

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
S & FEES.....			\$1,867.16	\$18,605.32
DeMotte	\$728.35	\$6,756.72		
Rensselaer	\$748.92	\$8,411.29		
Wheatfield	\$389.89	\$3,437.31		
PHOTOCOPIES.....			\$474.94	\$5,090.52
DeMotte	\$145.59	\$1,930.83		
Rensselaer	\$285.20	\$2,436.66		
Wheatfield	\$44.15	\$723.03		
CARDS.....			\$123.00	\$701.00
DeMotte	\$18.00	\$266.00		
Rensselaer	\$87.00	\$335.00		
Wheatfield	\$18.00	\$100.00		
COMPUTER DISKS.....			\$0.70	\$4.20
INTEREST.....			\$2,418.57	\$15,334.97
TAXES.....			\$0.00	\$522,238.98
Property Tax	\$0.00	\$316,489.58		
Financial Institution Tax	\$0.00	\$738.38		
License Excise Tax	\$0.00	\$29,168.77		
Local Option/Certified Shares	\$0.00	\$154,414.00		
Local Option/Property Tax Repl.	\$0.00	\$18,684.50		
State Distribution	\$0.00	\$2,743.75		
REFUNDS.....			\$0.00	\$1,082.68
Outstanding check (Town/Demotte)	\$0.00	\$18.72		
Sale/Card Catalog/Auction	\$0.00	\$867.26		
Fix Trash Gate Post (Custom Lawn	\$0.00	\$26.50		
Sidewalk caulking (Peggy Woods)	\$0.00	\$69.30		
Postage	\$0.00	\$3.00		
LaPorte P.L..(travel exp.reimburse.)	\$0.00	\$97.90		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$4,884.37	\$563,057.67
PLAC FUND.....			\$21.00	\$147.00
GIFT FUNDS.....			\$30.00	\$3,811.37
DeMotte	\$0.00	\$355.00		
Rensselaer	\$25.00	\$3,304.00		
Wheatfield	\$5.00	\$152.37		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$217,496.09
Property Tax	\$0.00	\$198,717.95		
Financial Institution Tax	\$0.00	\$463.62		
License Excise Tax	\$0.00	\$18,314.52		
HOST/HOSPITALITY FUND.....			\$0.00	\$1,280.88
LIBRARY IMPROVEMENT FUND.....			\$187.92	\$2,237.33
ORAL HISTORY GRANT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$290.50
IANA TECHNOLOGY GRANT FUND.....			\$0.00	\$34,203.55
STATE TECHNOLOGY GRANT 1997.....			\$0.00	\$6,152.00
CONSTRUCTION FUND.....			\$19.84	\$413.29
Interest Earned	\$19.84	\$413.29		
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$23.81
TOTAL RECEIPTS - ALL FUNDS.....			\$5,143.13	\$829,113.49

REGISTER OF CLAIMS
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
FED EFT	01553	INTERNAL REVENUE SERVICE CEN	5746.60	10 OCT 97	FICA & FED TAX WITHHELD 10 0 REF #12434146, TRANSFER 14 0
IND EFT	01554	INDIANA DEPARTMENT OF REVENU	1929.50	10 OCT 97	STATE & COUNTY TAX WITHHELD- REF #01638, VERIFICATION CODE 10/10/97 @ 10:45
006408	01549	LINDA THOMPSON	-19.77	13 OCT 97	VOID LOST CHECK-ISSUED STOP REF #1286846 per 10/6/97
006757	01432	MARLENE BEEDLE	412.58	10 OCT 97	PAYROLL
006758	01426	GLENDA BROWN	622.69	10 OCT 97	PAYROLL
006759	01429	RENEE CARR	467.27	10 OCT 97	PAYROLL
006760	01443	VALERIE A. COLVIN	120.92	10 OCT 97	PAYROLL
006761	01459	JUSTIN F. COPLEY	253.01	10 OCT 97	PAYROLL
006762	01428	LYNN DAUGHERTY	929.78	10 OCT 97	PAYROLL
006763	01421	CHARLOTTE FAGEN	723.38	10 OCT 97	PAYROLL
006764	01442	STEPHANIE D. FILSON	486.79	10 OCT 97	PAYROLL
006765	01440	HEEKE, MICHELLE M.	889.44	10 OCT 97	PAYROLL
006766	01446	SANDRA L. HESTERMAN	305.50	10 OCT 97	PAYROLL
006767	01431	ROSE E. HOWARD	538.53	10 OCT 97	PAYROLL
006768	01433	GAIL M. JUNG	704.05	10 OCT 97	PAYROLL
006769	01454	AMBER J. KALUF	121.70	10 OCT 97	PAYROLL
006770	01450	ERIN C. KINGMAN	112.65	10 OCT 97	PAYROLL
006771	01427	DIANA KOOY	438.75	10 OCT 97	PAYROLL
006772	01424	JOAN KOPANDA	479.58	10 OCT 97	PAYROLL
006773	01425	KROS, DIANE	632.97	10 OCT 97	PAYROLL
006774	01435	SHARON K. LEWIS	135.56	10 OCT 97	PAYROLL
006775	01453	SHEILA MAXWELL	787.50	10 OCT 97	PAYROLL
006776	01448	KRISTINE L. MAYS	370.84	10 OCT 97	PAYROLL
006777	01441	DIANE M. OPOLSKI	390.46	10 OCT 97	PAYROLL
006778	01444	JACKIE REAGAN	692.59	10 OCT 97	PAYROLL
006779	01439	LISA RUSHER	505.64	10 OCT 97	PAYROLL
006780	01455	CATHERINE A. SALYERS	356.32	10 OCT 97	PAYROLL
006781	01422	SHARON SCHULENBERG	584.33	10 OCT 97	PAYROLL
006782	01456	BECKY J. SHIDE	91.02	10 OCT 97	PAYROLL
006783	01437	JACK STANDISH	287.33	10 OCT 97	PAYROLL
006784	01451	PATRICIA STRINGFELLOW	489.26	10 OCT 97	PAYROLL
006785	01423	JILL TACHTIRIS	621.46	10 OCT 97	PAYROLL
006786	01458	BRENDA Z. THOMAS	121.01	10 OCT 97	PAYROLL
006787	01452	LINDA THOMPSON	182.06	10 OCT 97	PAYROLL
006788	01457	VAN KLEY, APRIL L.	72.48	10 OCT 97	PAYROLL
006789	01447	VIRGINIA VIS	87.06	10 OCT 97	PAYROLL
006790	01449	VIRGINIA L. VIS	188.99	10 OCT 97	PAYROLL
006791	01445	SUSAN M. WAKELAND	87.06	10 OCT 97	PAYROLL
006792	01434	WEBSTER, RACHAEL D.	459.46	10 OCT 97	PAYROLL
006793	01430	WHITED, AMBER	539.34	10 OCT 97	PAYROLL
006794	01438	MARGARET M. WOODS	582.05	10 OCT 97	PAYROLL
006795	01436	LEANNE YORK	901.14	10 OCT 97	PAYROLL
016222	01501	INDIANA LIBRARY FEDERATION	-166.00	13 OCT 97	VOID CHECK & A/P #01414-WRON
016227	01460	INDIANA DEFERRED COMPENSATIO	567.08	10 OCT 97	WITHHELD FROM PAYROLL 10 OCT DAUGHERTY, KOOY, KOPANDA, SCHUL

REGISTER OF CLAIMS
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 208 W. SUSAN STREET
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016228	01461	GREENSBURG PUBLIC LIBRARY	8.00	10 OCT 97	GALAXY USER WRKSH:10/22/97 MAXWELL & FILSON
016229	01462	INCOLSA	14.00	10 OCT 97	BKKEEPING WRKSH:11/12/97-2
016230	01463	TOWN OF DEMOTTE	43.12	10 OCT 97	SEWER SERVICE:AUG 97-DEMOTTE
016231	01464	TOWN OF WHEATFIELD SEWER WOR	41.05	10 OCT 97	SEWER SERVICE:OCT/97-WHEATFI
016232	01465	ABE MARTIN LODGE	84.60	13 OCT 97	ROOM CHGS.ILF CONF,10/28-29 DAUGHERTY & HEEKE
016233	01466	AFFORDABLE COMMUNICATIONS	120.00	13 OCT 97	SYSTEM ADM. PHONE REPAIRS
016234	01467	ALAN McPHERSON	31.90	13 OCT 97	BOOKS
016235	01468	ALCO DISCOUNT STORE #290	21.42	13 OCT 97	REPORT COVERS
016236	01469	AMBER WHITED	64.15	13 OCT 97	INCOLSA WORKSHOP EXPENSES &
016237	01470	ASI SIGN SYSTEMS	115.10	13 OCT 97	OUTDOOR ENTRY SIGNS
016238	01471	ASSOCIATED LIBRARIES, INC.	1738.83	13 OCT 97	BOOKS
016239	01472	AVC CORPORATION	99.00	13 OCT 97	OCTOBER FIN.COMPUTER SERV.CO
016240	01473	BAKER & TAYLOR	10578.02	13 OCT 97	BOOKS, VIDEOS, GIFT FUND BOO
016241	01474	BEN FRANKLIN	4.90	13 OCT 97	CRAFT ITEMS-WH.CHILDREN'S PR
016242	01475	BETTY A. HUFF (PAS-TIME BOO	875.93	13 OCT 97	BOOKS, VIDEOS
016243	01476	BLACK MAGAZINE AGENCY	50.67	13 OCT 97	MAGAZINE SUBSCRIPTIONS
016244	01477	BOOKPAGE	300.00	13 OCT 97	TWO 1 YR. SUBSCRIPTION-BOOKP
016245	01478	BRODART CO.	226.86	13 OCT 97	BOOK TRUCK,CLASSIFICATION LA
016246	01479	BROWN'S GARDEN SHOPPE	780.00	13 OCT 97	LAWN MTNCE-MAY & JUNE-RENS.
016247	01480	CERTIFIED LABORATORIES	121.88	13 OCT 97	COMPUTER CLEANER
016248	01481	CHARLOTTE FAGEN	50.65	13 OCT 97	MILEAGE & LIB. SUPPLY-DEM.CH
016249	01482	CHICAGO TRIBUNE	98.40	13 OCT 97	DEMOTTE SUBSCR.9/29/97-3/29/
016250	01483	CONSOLIDATED INSURANCE AGENC	50.00	13 OCT 97	4 YR.NOTARY BOND-KOPANDA
016251	01484	CONSUMER ELECTRONICS SPECIAL	42.00	13 OCT 97	SATELLITE RECEIVER REPAIR
016252	01485	DAVIDSON TITLES INC.	181.79	13 OCT 97	BOOKS
016253	01486	DEMCO	294.01	13 OCT 97	REPAIR TAPE,BOOKMARKS,VIDEO
016254	01487	DEYOUNG PLUMB, HTG, & AIR CO	44.00	13 OCT 97	AC REPAIRS-WHEATFIELD
016255	01488	DIANA KOBY	51.50	13 OCT 97	MILEAGE, BOOK
016256	01489	DIANE KROS	17.10	13 OCT 97	MILEAGE
016257	01490	DIANE OPOLSKI	6.60	13 OCT 97	MILEAGE
016258	01491	DRURY INN-INDIANAPOLIS	68.77	13 OCT 97	ROOM ACCOMMODATIONS-DAUGHERT (RE: ISLAC & LABOR LAW MTGS.
016259	01492	FASE-KALUF TV & APPLIANCE	50.41	13 OCT 97	PRINTER CABLES
016260	01493	GAIL JUNG	16.80	13 OCT 97	MILEAGE
016261	01494	GAIL JUNG	26.75	13 OCT 97	DEMOTTE PETTY CASH
016262	01495	GAIL JUNG	19.59	13 OCT 97	WHEATFIELD PETTY CASH
016263	01496	GALE RESEARCH INC.	1139.50	13 OCT 97	SOMETHING ABOUT/CONTEMP.AUTH BUSINESS SOURCEBK
016264	01497	GLENDA BROWN	21.00	13 OCT 97	MILEAGE-GENEALOGY WKSHP
016265	01498	HIGHSMITH CO. INC.	95.23	13 OCT 97	BINDERS, SHELF FILES
016266	01499	HP PRODUCTS CORP.	734.10	13 OCT 97	VACUUM PARTS,FL.MATS,CLEANIN
016267	01500	INDIANA DEPT.OF WORKFORCE DE	392.42	13 OCT 97	3rd QTR. UNEMPLOYMENT COMPEN
016268	01502	INDIANA LIBRARY FEDERATION	336.00	13 OCT 97	IPLA LEADERSHIP/DAUGHERTY & 10/29 & 10/30/97; OUTER LIM WKSH, 11/6/97 - 6 PARTICIPA
016269	01503	INDIANA STATE LIBRARY	63.00	13 OCT 97	3rd QTR PLAC CARDS

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016270	01504	INDIANA UNIVERSITY PRESS	33.26	13 OCT 97	GIFT FUND BOOK
016271	01505	INGRAM	206.97	13 OCT 97	PAPERBACK BOOKS
016272	01506	LANDMARK AUDIOBOOKS	85.00	13 OCT 97	AUDIOBOOKS
016273	01507	LA PORTE COUNTY PUBLIC LIBRA	30.00	13 OCT 97	NILBA MTG-10/22 SOUZA, DAUGH
016274	01508	LAWN CARE CONSULTANTS	250.00	13 OCT 97	LANDSCAPING/PRUNING-WHEATF.
016275	01509	LEISURE ARTS	29.45	13 OCT 97	BOOK
016276	01510	LINDA THOMPSON	26.76	13 OCT 97	CHILDREN'S PROGRAM SUPPLY-WH RE-ISSUE LOST PAYROLL CHECK DATED 5/23/97, A/P #00765
016277	01511	LYNN DAUGHERTY	163.93	13 OCT 97	MILEAGE, TELEPHONE, MTG. EXP, PO
016278	01512	NATIONAL GEOGRAPHIC SOCIETY	13.90	13 OCT 97	BOOK
016279	01513	NETNITCO	67.50	13 OCT 97	INTERNET ACCESS-OCT. 1997
016280	01514	NORTHWESTERN INDIANA TELEPHO	159.00	13 OCT 97	TELEPHONE-DEMOTTE-OCT. 1997
016281	01515	OAG BUSINESS TRAVEL PLANNER	142.00	13 OCT 97	BUSINESS TRAVEL PLANNER FOR
016282	01516	OOMS DISPOSAL SERVICE INC.	47.00	13 OCT 97	TRASH SERVICE-DEMOTTE-4th QT
016283	01517	ON CUE #6106	674.21	13 OCT 97	VIDEOS, CDs
016284	01518	PATTY STRINGFELLOW	4.75	13 OCT 97	INTRO. TO MICROCOMPUTER WKSH
016285	01519	PLANNER PADS, INC.	26.45	13 OCT 97	PRE-DATED 1998 CALENDAR
016286	01520	POSTMASTER	663.00	13 OCT 97	2000-32 CENT STAMPS; 100-23 C
016287	01521	PRECISION CONTROL SYSTEMS, I	3807.17	13 OCT 97	QTLY MTNCE; HEAT SYSTEM FILTE DEM. AIR HANDLER REPAIRS
016288	01522	PUBLIC EMPLOYEES' RETIREMENT	9447.47	13 OCT 97	3rd QTR. PAYMENT
016289	01523	QUILL	402.22	13 OCT 97	CONSTR/COMPUTER PAPER, CALEND
016290	01524	REED REFERENCE PUBLISHING	909.71	13 OCT 97	BIP, SUBJ GDE TO BIP
016291	01525	REGENT BOOK CO., INC.	50.87	13 OCT 97	BOOKS
016292	01526	RENSSELAER CENTRAL HIGH SCHO	55.00	13 OCT 97	1998 YEARBOOK ADVERTISEMENT
016293	01527	RENSSELAER REPUBLICAN	49.00	13 OCT 97	CIRC. CLERK ADVERTISEMENT-REN
016294	01528	SARAH McKEE	500.00	13 OCT 97	MOVING EXPENSE
016295	01529	SCHOOL SPECIALTY, INC.	33.65	13 OCT 97	FILE SHELF, INDEX CARDS
016296	01530	SCHULTZ TV & ELECTRONICS	17.46	13 OCT 97	COMPUTER ACCESSORIES & BATTE
016297	01531	SECURITY COURIERS CORP.	900.96	13 OCT 97	TRANSPORT SERVICE-8/29 TO 9/
016298	01532	SHEILA MAXWELL	97.20	13 OCT 97	MILEAGE
016299	01533	SPRINT-INDIANA	144.00	13 OCT 97	RESET ROUTER
016300	01534	SPRINT	533.39	13 OCT 97	TELEPHONES-OCT. 1997-RENS & D
016301	01535	SPRINT	181.86	13 OCT 97	LONG DISTANCE-SEPT. 1997
016302	01536	SUPERIOR SALES & SERVICE	88.00	13 OCT 97	HELIUM TANKS-DEM. & RENS. FES
016303	01537	T.C. & M., INC.	45.00	13 OCT 97	RENS. OUTSIDE LIGHTS-TIMER R
016304	01538	TEETERS CULLIGAN	9.95	13 OCT 97	WATER COOLER RENTAL-WHEATFIE
016305	01539	THINK TANK INFORMATION SYSTE	2501.50	13 OCT 97	INSTALLATION & NETWORK EQUIP
016306	01540	TYSEN'S COUNTRY GROCERY, INC	12.68	13 OCT 97	CH. PROGRAM SUPPLIES-DEMOTTE
016307	01541	UNITED SUPPLY CO. INC.	42.51	13 OCT 97	CONSTR. PAPER, CRAFT ITEMS
016308	01542	UPSTART	54.12	13 OCT 97	POSTERS, BOOKMARKS
016309	01543	VIKING OFFICE PRODUCTS	283.79	13 OCT 97	COPY PAPER, ADD MACHINE ROLLS
016310	01544	WAL-MART STORES, INC.	341.18	13 OCT 97	VIDEOS, CLEANING SUP., BOOKS, C
016311	01545	WALSTRA FINE CUT	562.00	13 OCT 97	LAWN MOWING-DEM & WHEATF.-AU
016312	01546	WILLIAM A. DOWELL	62.00	13 OCT 97	U.S. & IND. FLAGS
016313	01547	WORLD BOOK EDUCATIONAL PRODU	703.15	13 OCT 97	ENCYCLOPEDIAS
016314	01548	WORLD COM	651.18	13 OCT 97	SEP. BILLING-DATA LINE

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016315	01550	GALE RESEARCH INC.	895.50	13 OCT 97	WEST'S ENCYCLOPEDIA OF AMER.
016316	01551	INCOLSA	105.00	13 OCT 97	BASIC HTML TRAINING WKSHP-10 -HEEKE, YORK, FILSON (LAKE C & INCOLSA DIR.MTG-10/24/97-D
016317	01552	KSM CONSULTING	1355.75	13 OCT 97	INTRANETWARE CLASS-10/13-17
--TOTAL AMOUNT OF CLAIMS--			71415.46		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 71415.46. Dated 13 OCT 97.

_____	_____
_____	_____
_____	_____
_____	_____

NOV.

AGENDA

Jasper County Public Library Board of Trustees
Tuesday, November 11, 7:00 PM
Rensselaer Library
Monthly Meeting

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)

General Business

- A. Technology Grant (R 7-8) Action
- B. Board development concerns (R 9-15) Action
- C. Technology and Technical Services Report (R Information
- D. Special vacation request (R

Director's Report (R 17 – R 21)

Discussion

Items for future Agendas

Public Forum

Adjournment

MINUTES.....October 13, 1997
Jasper County Public Library Board of Directors' Meeting 7:00 PM
Rensselaer Headquarters Library

Present: Mary Linda Casey, Mary Duggleby, Anne-Marie Egan, Barbara Leestma, Robert Souza, Lynn Daugherty. Absent: Wilbur Doty, Patrick O'Rourke.

The board met in executive session to discuss employee job performance. The regular meeting followed.

Agenda/Consent Agenda Approval: On a motion by R. Souza, seconded by A-M Egan, the Agenda and Consent Agenda items including September Minutes, Bills/Financial Reports, and Salary Ordinance were approved. Motion passed.

1998 Budget: The tax commissioners reduced the Operating Balance by \$40,000 which allowed the budget to be approved as presented. Receipts are estimated to be \$142,000 lower than the approved budget. By reducing the amount to be transferred to LIRF by \$20,000 and spending only 90-92% of the appropriated operating budget, we can maintain a substantial cash flow in the Operating Fund for 1998. The LIRF and BIRF budgets were approved as well. The 1998 Library tax rate went down from \$.2966 to \$.2947.

Director's Salary: Having completed the director's evaluation, A-M. Egan moved to increase the Director's 1998 salary as suggested. R. Souza seconded the motion. Vote was unanimous.

Board Development/Recruiting: P. O'Rourke has announced his resignation from the board effective immediately. W. Doty is resigning mid-term on 12/31/97, and R. Souza will have completed his four terms 12/31/97. The Board provided a pool of names for consideration by appointing authorities for future board members. L. Daugherty will send possible candidates a *letter of interest* along with a fact sheet about the library from the Board President. The board suggested devoting 5-10 minutes for instructional training at board meetings.

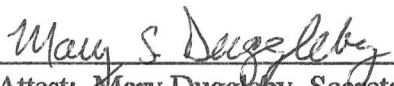
A board retreat will be planned for May 1998.

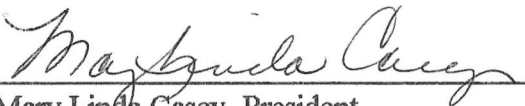
Building Problems: Letters to Ratio Architects and Circle "R" Mechanical were written asking for a reimbursement settlement by November 3, 1997. Further action will be initiated pending their response. The director will review the building contracts for an arbitration clause.

Wheatfield Library Site: Aerial views of the property surrounding the Wheatfield Library indicate Lot 362 next to the building is well suited for future expansion. The library could have a parking lot agreement similar to the arrangement we have with the DeMotte Elementary School. Adjacent space to the school's present parking lot is available to add parking spaces lost as a result of a sale of the one lot. On a motion by R. Souza, seconded by A-M Egan, the library will propose to the KV School a five year Option To Buy for \$1.00 in order to enlarge the Wheatfield Library at a later date. Motion passed.

Director's Report: Galaxy system is up and running on our two 56k frame relay lines. We have internet for the public at all three libraries through Sprint. Galaxy "e-mail" is no longer available for interlibrary staff use. Thinktank and Sprint are working to get e-mail for us. We are still paying Netnitco for this service.

With no more business to discuss, the meeting was adjourned at 9:10 PM on a motion by R. Souza, seconded by B. Leestma.


Attest: Mary Duggleby, Secretary


Mary Linda Casey, President

R4

CIRCULATION BY PATRON CODE

October 1997

DEMOTTE RENSSELAER WHEATFIELD ALL LIBRARIES

PATRONS

	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
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Adult Male (0)	1072	11.3%	1034	11.0%	423	10.2%	2529	11.0%
Adult Female (1)	5825	61.6%	5238	55.8%	2427	58.4%	13490	58.7%
Juvenile 0-11 (2)	1142	12.1%	1370	14.6%	633	15.2%	3145	13.7%
YA 12-17 (3)	637	6.7%	399	4.3%	259	6.2%	1295	5.6%
Nonresident No Fee (4)	82	0.9%	337	3.6%	104	2.5%	523	2.3%
Board/Staff (5)	338	3.6%	410	4.4%	292	7.0%	1040	4.5%
School (6)	0	0.0%	40	0.4%	0	0.0%	40	0.2%
St. Joseph College (7)	0	0.0%	82	0.9%	0	0.0%	82	0.4%
State Library Card (8)	14	0.1%	1	0.0%	0	0.0%	15	0.1%
Nonresident Fee (9)	24	0.3%	17	0.2%	0	0.0%	41	0.2%
Corporate (10)	0	0.0%	111	1.2%	0	0.0%	111	0.5%
Reciprocal (11)	318	3.4%	345	3.7%	20	0.5%	683	3.0%

Total	9452		9384		4158		22994	
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Total items borrowed by nonresidents	438	4.6%	822	8.8%	124	3.0%	1384	6.0%
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REGISTRATIONS

Borrowers--Start of month:	6180	6455	2566	15201
Borrowers--End of month:	6283	6545	2596	15424

Non-resident, paying	7	18	0	25
PLAC card users	1	3	0	4
Reciprocal borrowers	187	100	10	297

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE	10.5%	9.8%	15.1%
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END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
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Total Materials Owned	39354	50565	26512
Total Titles Owned	35907	46546	24511
Daily Avg Circulation	380	383	166

Daily Avg Circulation

MONTHLY SYSTEM STATISTICS	1996	1997	% change
Circulation	21773	24162	11%

Jan. to date circulation	224519	232454	4%
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CIRCULATION BY ITEM FINE CODE

October 1997

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	56	32	38	126
100 (1)	57	74	25	156
200 (2)	66	62	34	162
300 (3)	328	290	80	698
400 (4)	11	19	1	31
500 (5)	80	55	29	164
600 (6)	649	381	211	1241
700 (7)	317	196	89	602
800 (8)	60	48	25	133
900 (9)	235	203	78	516
B (10)	109	125	77	311
j000 (11)	34	26	9	69
j100 (12)	6	11	3	20
j200 (13)	12	27	4	43
j300 (14)	73	80	30	183
j400 (15)	7	4	0	11
j500 (16)	206	219	102	527
j600 (17)	163	84	34	281
j700 (18)	161	227	43	431
j800 (19)	41	26	13	80
j900 (20)	104	104	46	254
jB (21)	70	24	13	107
FIC (22)	1452	1742	591	3785
yaFIC (23)	31	85	48	164
LARGE PRINT (24)	81	45	29	155
jFIC (25)	260	356	97	713
jE (26)	1688	1730	814	4232
jER (27)	696	292	206	1194
Magazines (28)	827	447	306	1580
Games/Toys (29)	3	17	0	20
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	170	301	64	535
jCassettes (33)	60	108	20	188
Compact Discs (34)	140	187	211	538
jCompact Discs (35)	2	0	7	9
Sound Recordings (36)	3	28	0	31
jSound Recordings (37)	4	18	0	22
CD ROM Software (38)	28	16	2	46
Vertical File (39)	73	194	7	274
Equipment (40)	0	0	0	0
yapFIC (41)	187	169	148	504
jpFIC (42)	277	208	64	549
Reference (43)	45	40	4	89
Genealogy (44)	0	0	0	0
jMagazines (45)	63	17	41	121
VHS (46)	558	1140	484	2182
Computer software (47)	0	0	0	0
Internet usage (49)	54	136	36	226
Free reads	336	359	147	842
Puzzles			13	13
Talking books		4		4
Assignment shelf books				0
TOTAL	9883	9956	4323	24162

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

October 1997

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	121	26	121	26	131	28	373	81
LOCAL HISTORY								
In person	10	3	22	6		0	32	9
Letters written		0	7	7		0	7	7
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer agreements	18	2	77	6	16	1	111	9
Computer software used	18	2	84	7	16	1	118	10
VCR Use	3	0		0		0	3	0
Microforms		0	76	10		0	76	10
CD ROM software used	218	18	139	12	118	10	475	40
Public use of FAX service	6	1	14	2	16	3	36	6
Typewriter use	2	0	4	0	11	1	17	1
Other equipment used		0	1	0		0	1	0
<u>Dial-in OPAC access</u>							<u>53</u>	
OTHER LIBRARY SERVICES USED								
Walking book visits	1	1	2	1		0	3	2
Notarized documents	2	1	1	0		0	3	1
Meeting Room Use (number of groups)	62	21	34	11	21	7	117	39
Study room use	19	2	7	1		0	26	2
Copies made for patrons	998	83	1161	97	331	28	2490	208
Tax forms distributed		0		0		0		0
INTERLIBRARY LOANS								
Requests made for:	54	14	43	11	11	3	108	27
Items rec'd for:	43	22	36	18	3	2	82	41
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0
DIRECTIONAL QUESTIONS								
These statistics are gathered during one week every 3 months, then multiplied by 4.3 to give a monthly estimate. You will see the same figures for 3 months.								
By phone	361	18	421	21	275	14	1057	53
In person	572	29	753	38	1088	54	2413	121
REFERENCE QUESTIONS								
By phone	624	208	271	90	151	50	1046	349
In person	1127	376	340	113	679	226	2146	715

PROGRAMS

Children's Programs (0-13)	20	120	23	138	13	78	56	336
Number attending	419		343		168		930	
YA Programs (14-17)		0		0		0	0	0
Number attending							0	
Adult Programs		0	9	54		0	9	54
Number attending	21		55		13		89	
Senior Citizen Programs	1	6		0		0	1	6
Number attending	9						9	
TOTAL NO. OF PROGRAMS	21	126	32	192	13	78	66	396
TOTAL PERSONS ATTENDING	449		398		181		1028	
TOTAL HOURS SPENT		1076		863		584		2522

MEMORANDUM

Technology Grant

Summary: By December 19, 1997, we may apply for a grant for additional public access Internet workstations or for a grant of up to \$20,000 to purchase software to make our on-line catalog accessible on the Internet. Management staff is agreed that we should apply for additional workstations.

Discussion: If we choose to apply for public access terminals, we would apply for 5 to meet guidelines of the grant application (see reverse side of this page).

Whether we choose that option or choose to purchase software to make the on-line catalog accessible on the Internet, we will, in effect, be asking for about \$10,000.

We feel that acquiring more public access terminals will benefit our taxpayers. Making our catalog accessible on the Internet will benefit persons from outside our library district (although our own patrons could access the catalog a little more easily also. They would not have to require their computer to dial a separate phone number.)

It is possible (though not definite) that we can use our own funds next year to make our catalog accessible on the Internet. We need to take this action at some time. Making our collection accessible to other libraries is the responsible action to take so that we are not always on the "taking" side of interlibrary loan.

Next Step(s). Determine whether to apply for Part Two of the Technology Grant. Then decide whether to apply for "a" or "b".

Vote: To apply for Part Two, Alternative ___, of the Technology Grant for Public Libraries.

MEMORANDUM

New Board Orientation

Summary: I suggest that we hire Dan Cain to do a one day (Saturday) board workshop for our board and any other boards wishing to attend and help defray the costs. In addition, I suggest that we schedule a ½ day workshop on budgeting with David Hurst. A third component of a good orientation would be a workshop on intellectual freedom (censorship) issues. I suggest we look for a way to provide access to a workshop on this subject for new board members.

Discussion: Inviting Dan Cain to do a one half-day or full day workshop at our library would cost \$1900 plus lodging (air fare & mileage included in \$1900). I would propose to invite other boards from other libraries to lower the cost to us.

Dave Hurst was formerly with the Indiana Board of Tax Commissioners, and presented a ½ day "Budget 101" workshop at our annual budget workshop. He has the ability to present this workshop clearly, in a humorous fashion. He is also (or has been) a public library trustee and offers a lot of philosophy and wisdom concerning budgeting, capital projects funds, bond issues, etc. He will tailor the presentation to our particular needs. He has done similar workshops in a number of Indiana libraries, both large and small, since his retirement from the state and reports I have heard about these workshops have been very good.

I am hoping that in the next year I can encourage INCOLSA or our own northwest Indiana Regional continuing education committee to plan an intellectual freedom workshop for library staff and boards both. Hopefully, it would be at a time convenient for our board members to attend. An alternative would be to plan a NILBA program in July (when I have offered to have JCPL host the NILBA dinner) on this subject.

Next Step(s). Determine whether to take these steps to plan for new board orientation. Also determine whether a board committee should be appointed to guide planning for board orientation.

Vote: ?

JCPL FINANCIAL STATEMENT

Oct 1997

	<u>Beginning 1997 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$428,405.17	\$2,840.14	\$585,897.81	\$92,450.25	\$930,851.13	\$63,451.85
Investments \$0.00						
Public Library Access Card Fund	\$40.00	\$0.00	\$147.00	\$63.00	\$187.00	\$0.00
Gift Fund	\$2,694.83	\$145.40	\$3,956.77	\$1,114.99	\$2,357.55	\$4,294.05
DeMotte	\$905.58	\$0.00	\$355.00	\$895.50	\$966.80	\$293.78
Rensselaer	\$1,019.55	\$145.40	\$3,449.40	\$219.49	\$1,317.03	\$3,151.92
Wheatfield	\$769.70	\$0.00	\$152.37	\$0.00	\$73.72	\$848.35
Bond & Interest Redemption Fund	\$96,902.46	\$0.00	\$217,496.09	\$0.00	\$101,632.50	\$212,766.05
Investments \$212,000.00						
Host/Hospitality Fund	\$0.00	\$10.00	\$1,290.88	\$0.00	\$1,280.88	\$10.00
Library Improvement Reserve Fund	\$69,841.66	\$175.42	\$2,412.75	\$2,501.50	\$32,697.25	\$39,557.16
Investments \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Genealogy Grant Fund	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Oral History Grant Fund	\$1,471.65	\$0.00	\$0.00	\$0.00	\$1,389.10	\$82.55
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$376.80	\$0.00	\$290.50	\$0.00	\$576.82	\$90.48
Indiana Technology Grant Fund	\$0.00	\$0.00	\$34,203.55	\$0.00	\$34,203.55	\$0.00
State Technology Grant 1997	\$0.00	\$0.00	\$6,152.00	\$0.00	\$6,152.00	\$0.00
Construction Fund	\$9,263.77	\$18.79	\$432.08	\$2,310.00	\$7,938.96	\$1,756.89
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
State Tax Collected	\$0.00	\$0.00	\$0.00	(\$29.08)	(\$1,510.81)	\$1,510.81
County Tax Collected	\$0.00	\$0.00	\$0.00	(\$8.51)	(\$456.28)	\$456.28
Employee Health Insur.	\$328.78	\$0.00	\$23.81	\$198.32	\$164.37	\$188.22
Employee P.E.R.F.	\$2,991.93	\$0.00	\$0.00	\$2,221.10	\$1,878.66	\$1,113.27
TOTAL ALL FUNDS.....	\$612,517.05	\$4,189.75	\$833,303.24	\$100,821.57	\$1,119,342.68	\$326,477.61

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
31 Oct 97

1.	BANK ONE CHECKING	8923.20
2.	BANK ONE-CONSTRUCTION FUND SAV	1756.89
3.	BANK ONE-LIRF	39557.16
4.	PEOPLES STATE BANK	45137.26
5.	DEMOTTE STATE BANK	19103.10
6.		.00
7.		.00
8.		.00
9.		.00
10.		.00
11.	PINNACLE BANK CDs (2)	.00
12.	INDIANA FEDERAL CD#9100174254	.00
13.	PEOPLES STATE BANK CDs	.00
14.	PEOPLES CD#3000480	212000.00
15.		.00

TOTAL ALL BANK ACCOUNTS ----- 326477.61

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 31 Oct 97

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
97	3000480	PEOPLES' BANK	185 DAY	212000.00	5.75	BIRF	27 JUN 97	.00	
--TOTALS--				212000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 31 Oct 97

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
16 JAN 97	30000286	PEOPLES STATE	30 DAY	125000.00	5.30	OPERATING	17 DEC 96	544.52	
14 FEB 97	30000285	PEOPLES STATE	62 DAY	125000.00	5.55	OPERATING	17 DEC 96	1178.42	
16 JUN 97	30000284	PEOPLES STATE	181 DAYS	200000.00	5.55	OP-103100;B	17 DEC 96	5504.38	
27 JUN 97	9100174254	INDIANA FEDER	45 DAY	325000.00	5.55	OP-190000;B	13 MAY 97	2223.80	
07 AUG 97	193370	PINNACLE BANK	45 DAY	100000.00	5.60	OPERATING	23 JUN 97	690.41	
23 SEP 97	193365	PINNACLE BANK	90 DAY	150000.00	5.70	OPERATING	23 JUN 97	2155.07	
--TOTALS--				1025000.00				12296.60	

APPROPRIATION REPORT
JASPER COUNTY PUBLIC LIBRARY

F3a

31 Oct 97

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	41912.00	3458.00	34514.13	7397.87	82.3
1.12	SALARY OF ASSISTANTS	492774.78	39712.02	383113.05	109661.73	77.7
1.13	WAGES OF JANITORS	36366.75	2430.40	23508.49	12858.26	64.6
1.21	EMPLOYER'S SHARE-FICA	43689.74	3488.48	33746.95	9942.79	77.2
1.22	UNEMPLOYMENT COMPENSATION	3104.00	392.42	3255.60	-151.60	104.9
1.23	EMPLOYER'S CONTRIB.- PERF	24150.00	6113.10	23856.42	293.58	98.8
1.24	EMPLOYER'S CONTRIB.- INS.	16200.00	460.00	5053.43	11146.57	31.2
1.31	OTHER PERSONAL SERVICES	1000.00	.00	563.86	436.14	56.4
2.11	OFFICIAL RECORDS	1000.00	.00	775.73	224.27	77.6
2.12	STATIONERY AND PRINTING	700.00	.00	564.00	136.00	80.6
2.13	OTHER OFFICE SUPPLIES	5200.00	720.24	3572.57	1627.43	68.7
2.21	CLEANING & SANITATION SUPPLIES	4000.00	887.41	3141.29	858.71	78.5
2.22	FUEL, OIL & LUBRICANTS	20.00	2.31	6.65	13.35	33.3
2.23	OTHER OPERATING SUPPLIES	4200.00	69.96	1217.19	2982.81	29.0
2.31	BUILDING MATERIALS & SUPPLIES	700.00	.00	625.01	74.99	89.3
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	1.54	198.46	.8
2.33	REPAIR PARTS	500.00	14.13	175.87	324.13	35.2
2.41	LIBRARY SUPPLIES	4500.00	464.59	3446.44	1053.56	76.6
2.42	AUTOMATION SUPPLIES	4300.00	67.87	2270.31	2029.69	52.8
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	.00	652.50	597.50	52.2
3.14	OTHER PROFESSIONAL SERVICES	9400.00	.00	6934.57	2465.43	73.8
3.21	TELEPHONE	12000.00	979.55	10033.08	1966.92	83.6
3.22	POSTAGE	6664.19	701.94	4790.28	1873.91	71.9
3.23	TRAVELING EXPENSE	4500.00	399.70	3029.35	1470.65	67.3
3.24	PROFESSIONAL MEETINGS	6297.90	1876.31	6297.60	.30	100.0
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17121.00	772.29	8409.03	8711.97	49.1
3.31	ADVERTISING & PUBLIC NOTICES	900.00	104.00	1148.64	-248.64	127.6
3.32	OTHER PRINTING	150.00	.00	.00	150.00	.0
3.41	OFFICIAL BONDS	250.00	50.00	100.00	150.00	40.0
3.42	OTHER INSURANCE	18000.00	.00	12687.00	5313.00	70.5
3.51	GAS	27000.00	1115.81	23811.43	3188.57	88.2
3.52	ELECTRICITY	51000.00	4405.05	38970.17	12029.83	76.4
3.53	WATER	1000.00	50.15	630.20	369.80	63.0
3.54	WASTE DISPOSAL SERVICES	2500.00	217.42	1905.25	594.75	76.2
3.61	BUILDING & STRUCTURES	34026.50	2053.17	25609.31	8417.19	75.3
3.62	EQUIPMENT	4000.00	351.00	2881.80	1118.20	72.0
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	179.50	45.50	79.8
3.91	DUES	2100.00	.00	990.00	1110.00	47.1
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	.00	.00	.00	.00	.0
3.95	SERVICE CONTRACTS	9400.00	900.96	7522.40	1877.60	80.0
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	500.00	500.00	500.00	.00	100.0
3.98	MAINTENANCE CONTRACTS	30000.00	1179.00	8275.64	21724.36	27.6
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	97000.00	440.25	74355.03	22644.97	76.7
4.51	BOOKS	137000.00	16403.78	119846.13	17153.87	87.5
4.52	PERIODICALS & NEWSPAPERS	36700.00	449.07	26584.52	10115.48	72.4
4.53	NONPRINTED MATERIALS	33300.00	1209.92	21299.17	12000.83	64.0
	-TOTAL-	1226971.86	92450.25	930851.13	296120.73	75.9

CHANGES TO APPROPRIATION REPORT
DATE 31 Oct 97

Fund/Account No	Date	Amount	Explanation
100-1.12	02 Jan 97	24357.78	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.13	02 Jan 97	2775.75	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.21	02 Jan 97	2078.74	ENCUMBERED FUNDS/BD.ACTION 12-96
100-3.22	10 Oct 97	14.19	REIMBURSED-POSTAGE-REX LEARNING
100-3.24	04 Jun 97	97.90	REIMBURSED/V.MARAVILLA ILF EXPEN
100-3.26	10 Sep 97	-500.00	PER BOARD AUTHORIZATION 9/8/97
100-3.61	08 Apr 97	26.50	REIMBURSE FOR TRASH GATE REPAIR
100-3.94	21 May 97	-55000.00	PER BD.RESOLUTION-5/12/97
100-3.97	10 Sep 97	500.00	PER BOARD AUTHORIZATION 9/8/97
100-4.4	21 May 97	55000.00	PER BD.RESOLUTION-5/12/97
100-4.52	13 Feb 97	-3300.00	PER BOARD APPROVAL-2/11/97 MTG.
100-4.53	13 Feb 97	3300.00	PER BOARD APPROVAL-2/11/97 MTG.
120.03-3.81	21 Jul 97	.00	
120.03-3.82	21 Jul 97	203265.00	annual appropriation not entered
155-3.21	30 Apr 97	-1.00	OVERAPPROPRIATED FUND
177-4.4	30 Jun 97	1000.00	ENTRY ERROR-SHOULD'VE BEEN \$6152
180-3.14	15 Jan 97	131.92	INTEREST EARNED 4th QUARTER 1996
180-3.14	30 Apr 97	130.89	INTEREST EARNED 1st QTR.1997
180-3.14	30 May 97	44.23	INTEREST EARNED MAY 1997

REGISTER OF CLAIMS
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 208 W. SUSAN STREET
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 31 Oct 97

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
FED EFT	01553	INTERNAL REVENUE SERVICE CEN	5746.60	10 OCT 97	FICA & FED TAX WITHHELD 10 0 REF #12434146, TRANSFER 14 0
FED.EFT	01600	INTERNAL REVENUE SERVICE CEN	5656.30	24 OCT 97	FICA & FED TAX WITHHELD 24 0 REF #13475497, TRANSFER 27 0
IND EFT	01554	INDIANA DEPARTMENT OF REVENU	1929.50	10 OCT 97	STATE & COUNTY TAX WITHHELD- REF #01638, VERIFICATION CODE 10/10/97 @ 10:45
006408	01549	LINDA THOMPSON	-19.77	13 OCT 97	VOID LOST CHECK-ISSUED STOP REF #1286846 per 10/6/97
006757	01432	MARLENE BEEDLE	412.58	10 OCT 97	PAYROLL
006758	01426	GLENDA BROWN	622.69	10 OCT 97	PAYROLL
006759	01429	RENEE CARR	467.27	10 OCT 97	PAYROLL
006760	01443	VALERIE A. COLVIN	120.92	10 OCT 97	PAYROLL
006761	01459	JUSTIN F. COPLEY	253.01	10 OCT 97	PAYROLL
006762	01428	LYNN DAUGHERTY	929.78	10 OCT 97	PAYROLL
006763	01421	CHARLOTTE FAGEN	723.38	10 OCT 97	PAYROLL
006764	01442	STEPHANIE D. FILSON	486.79	10 OCT 97	PAYROLL
006765	01440	HEEKE, MICHELLE M.	889.44	10 OCT 97	PAYROLL
006766	01446	SANDRA L. HESTERMAN	305.50	10 OCT 97	PAYROLL
006767	01431	ROSE E. HOWARD	538.53	10 OCT 97	PAYROLL
006768	01433	GAIL M. JUNG	704.05	10 OCT 97	PAYROLL
006769	01454	AMBER J. KALUF	121.70	10 OCT 97	PAYROLL
006770	01450	ERIN C. KINGMAN	112.65	10 OCT 97	PAYROLL
006771	01427	DIANA KOORY	438.75	10 OCT 97	PAYROLL
006772	01424	JOAN KOPANDA	479.58	10 OCT 97	PAYROLL
006773	01425	KROS, DIANE	632.97	10 OCT 97	PAYROLL
006774	01435	SHARON K. LEWIS	135.56	10 OCT 97	PAYROLL
006775	01453	SHEILA MAXWELL -	787.50	10 OCT 97	PAYROLL
006776	01448	KRISTINE L. MAYS	370.84	10 OCT 97	PAYROLL
006777	01441	DIANE M. OPOLSKI	390.46	10 OCT 97	PAYROLL
006778	01444	JACKIE REAGAN	692.59	10 OCT 97	PAYROLL
006779	01439	LISA RUSHER	505.64	10 OCT 97	PAYROLL
006780	01455	CATHERINE A. SALYERS	356.32	10 OCT 97	PAYROLL
006781	01422	SHARON SCHULENBERG	584.33	10 OCT 97	PAYROLL
006782	01456	BECKY J. SHIDE	91.02	10 OCT 97	PAYROLL
006783	01437	JACK STANDISH	287.33	10 OCT 97	PAYROLL
006784	01451	PATRICIA STRINGFELLOW	489.26	10 OCT 97	PAYROLL
006785	01423	JILL TACHTIRIS	621.46	10 OCT 97	PAYROLL
006786	01458	BRENDA Z. THOMAS	121.01	10 OCT 97	PAYROLL
006787	01452	LINDA THOMPSON	182.06	10 OCT 97	PAYROLL
006788	01457	VAN KLEY, APRIL L.	72.48	10 OCT 97	PAYROLL
006789	01447	VIRGINIA VIS	87.06	10 OCT 97	PAYROLL
006790	01449	VIRGINIA L. VIS	188.99	10 OCT 97	PAYROLL
006791	01445	SUSAN M. WAKELAND	87.06	10 OCT 97	PAYROLL
006792	01434	WEBSTER, RACHAEL D.	459.46	10 OCT 97	PAYROLL
006793	01430	WHITED, AMBER	539.34	10 OCT 97	PAYROLL
006794	01438	MARGARET M. WOODS	582.05	10 OCT 97	PAYROLL
006795	01436	LEANNE YORK	901.14	10 OCT 97	PAYROLL

REGISTER OF CLAIMS
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 208 W. SUSAN STREET
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
006797	01566	MARLENE BEEDLE	467.38	24 OCT 97	PAYROLL
006798	01560	GLENDA BROWN	622.69	24 OCT 97	PAYROLL
006799	01563	RENEE CARR	432.29	24 OCT 97	PAYROLL
006800	01577	VALERIE A. COLVIN	48.37	24 OCT 97	PAYROLL
006801	01593	JUSTIN F. COPLEY	232.04	24 OCT 97	PAYROLL
006802	01562	LYNN DAUGHERTY	929.78	24 OCT 97	PAYROLL
006803	01555	CHARLOTTE FAGEN	723.38	24 OCT 97	PAYROLL
006804	01576	STEPHANIE D. FILSON	486.79	24 OCT 97	PAYROLL
006805	01574	HEEKE, MICHELLE M.	889.44	24 OCT 97	PAYROLL
006806	01580	SANDRA L. HESTERMAN	352.69	24 OCT 97	PAYROLL
006807	01565	ROSE E. HOWARD	457.82	24 OCT 97	PAYROLL
006808	01567	GAIL M. JUNG	704.05	24 OCT 97	PAYROLL
006809	01588	AMBER J. KALUF	54.35	24 OCT 97	PAYROLL
006810	01584	ERIN C. KINGMAN	98.79	24 OCT 97	PAYROLL
006811	01561	DIANA KOBY	438.75	24 OCT 97	PAYROLL
006812	01558	JOAN KOPANDA	421.60	24 OCT 97	PAYROLL
006813	01559	KROS, DIANE	653.77	24 OCT 97	PAYROLL
006814	01569	SHARON K. LEWIS	116.20	24 OCT 97	PAYROLL
006815	01587	SHEILA MAXWELL	787.50	24 OCT 97	PAYROLL
006816	01582	KRISTINE L. MAYS	316.56	24 OCT 97	PAYROLL
006817	01575	DIANE M. OPOLSKI	350.43	24 OCT 97	PAYROLL
006818	01578	JACKIE REAGAN	692.59	24 OCT 97	PAYROLL
006819	01573	LISA RUSHER	462.89	24 OCT 97	PAYROLL
006820	01589	CATHERINE A. SALYERS	361.33	24 OCT 97	PAYROLL
006821	01556	SHARON SCHULENBERG	584.33	24 OCT 97	PAYROLL
006822	01590	BECKY J. SHIDE	106.19	24 OCT 97	PAYROLL
006823	01571	JACK STANDISH	287.33	24 OCT 97	PAYROLL
006824	01585	PATRICIA STRINGFELLOW	489.26	24 OCT 97	PAYROLL
006825	01557	JILL TACHTIRIS	607.86	24 OCT 97	PAYROLL
006826	01592	BRENDA Z. THOMAS	116.48	24 OCT 97	PAYROLL
006827	01586	LINDA THOMPSON	232.62	24 OCT 97	PAYROLL
006828	01591	VAN KLEY, APRIL L.	114.18	24 OCT 97	PAYROLL
006829	01581	VIRGINIA VIS	137.86	24 OCT 97	PAYROLL
006830	01583	VIRGINIA L. VIS	188.99	24 OCT 97	PAYROLL
006831	01579	SUSAN M. WAKELAND	72.54	24 OCT 97	PAYROLL
006832	01568	WEBSTER, RACHAEL D.	559.11	24 OCT 97	PAYROLL
006833	01564	WHITED, AMBER	494.85	24 OCT 97	PAYROLL
006834	01572	MARGARET M. WOODS	582.05	24 OCT 97	PAYROLL
006835	01570	LEANNE YORK	901.14	24 OCT 97	PAYROLL
016222	01501	INDIANA LIBRARY FEDERATION	-166.00	13 OCT 97	VOID CHECK & A/P #01414-WRON
016227	01460	INDIANA DEFERRED COMPENSATIO	567.08	10 OCT 97	WITHHELD FROM PAYROLL 10 OCT
016228	01461	GREENSBURG PUBLIC LIBRARY	8.00	10 OCT 97	DAUGHERTY, KOBY, KOPANDA, SCHUL GALAXY USER WRKSHP:10/22/97 MAXWELL & FILSON
016229	01462	INCOLSA	14.00	10 OCT 97	BKKEEPING WRKSHP:11/12/97-2
016230	01463	TOWN OF DEMOTTE	43.12	10 OCT 97	SEWER SERVICE:AUG 97-DEMOTTE
016231	01464	TOWN OF WHEATFIELD SEWER WOR	41.05	10 OCT 97	SEWER SERVICE:OCT/97-WHEATFI
016232	01465	ABE MARTIN LODGE	84.60	13 OCT 97	ROOM CHGS.ILF CONF,10/28-29 DAUGHERTY & HEEKE

REGISTER OF CLAIMS
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 208 W. SUSAN STREET
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016233	01466	AFFORDABLE COMMUNICATIONS	120.00	13 OCT 97	SYSTEM ADM. PHONE REPAIRS
016234	01467	ALAN McPHERSON	31.90	13 OCT 97	BOOKS
016235	01468	ALCO DISCOUNT STORE #290	21.42	13 OCT 97	REPORT COVERS
016236	01469	AMBER WHITED	64.15	13 OCT 97	INCOLSA WORKSHOP EXPENSES &
016237	01470	ASI SIGN SYSTEMS	115.10	13 OCT 97	OUTDOOR ENTRY SIGNS
016238	01471	ASSOCIATED LIBRARIES, INC.	1738.83	13 OCT 97	BOOKS
016239	01472	AVC CORPORATION	99.00	13 OCT 97	OCTOBER FIN.COMPUTER SERV.CO
016240	01473	BAKER & TAYLOR	10578.02	13 OCT 97	BOOKS, VIDEOS, GIFT FUND BOO
016241	01474	BEN FRANKLIN	4.90	13 OCT 97	CRAFT ITEMS-WH.CHILDREN'S PR
016242	01475	BETTY A. HUFF (PAS-TIME BOO	875.93	13 OCT 97	BOOKS, VIDEOS
016243	01476	BLACK MAGAZINE AGENCY	50.67	13 OCT 97	MAGAZINE SUBSCRIPTIONS
016244	01477	BOOKPAGE	300.00	13 OCT 97	TWO 1 YR. SUBSCRIPTION-BOOKP
016245	01478	BRODART CO.	226.86	13 OCT 97	BOOK TRUCK,CLASSIFICATION LA
016246	01479	BROWN'S GARDEN SHOPPE	780.00	13 OCT 97	LAWN MTNCE-MAY & JUNE-RENS.
016247	01480	CERTIFIED LABORATORIES	121.88	13 OCT 97	COMPUTER CLEANER
016248	01481	CHARLOTTE FAGEN	50.65	13 OCT 97	MILEAGE & LIB. SUPPLY-DEM.CH
016249	01482	CHICAGO TRIBUNE	98.40	13 OCT 97	DEMOTTE SUBSCR.9/29/97-3/29/
016250	01483	CONSOLIDATED INSURANCE AGENC	50.00	13 OCT 97	4 YR.NOTARY BOND-KOPANDA
016251	01484	CONSUMER ELECTRONICS SPECIAL	42.00	13 OCT 97	SATELLITE RECEIVER REPAIR
016252	01485	DAVIDSON TITLES INC.	181.79	13 OCT 97	BOOKS
016253	01486	DEMCO	294.01	13 OCT 97	REPAIR TAPE,BOOKMARKS,VIDEO
016254	01487	DEYOUNG PLUMB, HTG, & AIR CO	44.00	13 OCT 97	AC REPAIRS-WHEATFIELD
016255	01488	DIANA KOBY	51.50	13 OCT 97	MILEAGE, BOOK
016256	01489	DIANE KROS	17.10	13 OCT 97	MILEAGE
016257	01490	DIANE OPOLSKI	6.60	13 OCT 97	MILEAGE
016258	01491	DRURY INN-INDIANAPOLIS	68.77	13 OCT 97	ROOM ACCOMMODATIONS-DAUGHERT (RE: ISLAC & LABOR LAW MTGS.
016259	01492	FASE-KALUF TV & APPLIANCE	50.41	13 OCT 97	PRINTER CABLES
016260	01493	GAIL JUNG	16.80	13 OCT 97	MILEAGE
016261	01494	GAIL JUNG	26.75	13 OCT 97	DEMOTTE PETTY CASH
016262	01495	GAIL JUNG	19.59	13 OCT 97	WHEATFIELD PETTY CASH
016263	01496	GALE RESEARCH INC.	1139.50	13 OCT 97	SOMETHING ABOUT/CONTEMP.AUTH BUSINESS SOURCEBK
016264	01497	GLENDA BROWN	21.00	13 OCT 97	MILEAGE-GENEALOGY WKSHP
016265	01498	HIGHSMITH CO. INC.	95.23	13 OCT 97	BINDERS, SHELF FILES
016266	01499	HP PRODUCTS CORP.	734.10	13 OCT 97	VACUUM PARTS,FL.MATS,CLEANIN
016267	01500	INDIANA DEPT.OF WORKFORCE DE	392.42	13 OCT 97	3rd QTR. UNEMPLOYMENT COMPEN
016268	01502	INDIANA LIBRARY FEDERATION	336.00	13 OCT 97	IPLA LEADERSHIP/DAUGHERTY & 10/29 & 10/30/97; OUTER LIMI WKSHP, 11/6/97 - 6 PARTICIPA
016269	01503	INDIANA STATE LIBRARY	63.00	13 OCT 97	3rd QTR PLAC CARDS
016270	01504	INDIANA UNIVERSITY PRESS	33.26	13 OCT 97	GIFT FUND BOOK
016271	01505	INGRAM	206.97	13 OCT 97	PAPERBACK BOOKS
016272	01506	LANDMARK AUDIOBOOKS	85.00	13 OCT 97	AUDIOBOOKS
016273	01507	LA PORTE COUNTY PUBLIC LIBRA	30.00	13 OCT 97	NILBA MTG-10/22 SOUZA, DAUGH
016274	01508	LAWN CARE CONSULTANTS	250.00	13 OCT 97	LANDSCAPING/PRUNING-WHEATF.
016275	01509	LEISURE ARTS	29.45	13 OCT 97	BOOK
016276	01510	LINDA THOMPSON	26.76	13 OCT 97	CHILDREN'S PROGRAM SUPPLY-WH RE-ISSUE LOST PAYROLL CHECK DATED 5/23/97, A/P #00765

REGISTER OF CLAIMS
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 208 W. SUSAN STREET
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016277	01511	LYNN DAUGHERTY	163.93	13 OCT 97	MILEAGE, TELEPHONE, MTG. EXP, PO
016278	01512	NATIONAL GEOGRAPHIC SOCIETY	13.90	13 OCT 97	BOOK
016279	01513	NETNITCO	67.50	13 OCT 97	INTERNET ACCESS-OCT. 1997
016280	01514	NORTHWESTERN INDIANA TELEPHO	159.00	13 OCT 97	TELEPHONE-DEMOTTE-OCT. 1997
016281	01515	OAG BUSINESS TRAVEL PLANNER	142.00	13 OCT 97	BUSINESS TRAVEL PLANNER FOR
016282	01516	OOMS DISPOSAL SERVICE INC.	47.00	13 OCT 97	TRASH SERVICE-DEMOTTE-4th QT
016283	01517	ON CUE #6106	674.21	13 OCT 97	VIDEOS, CDs
016284	01518	PATTY STRINGFELLOW	4.75	13 OCT 97	INTRO.TO MICROCOMPUTER WKSHP
016285	01519	PLANNER PADS, INC.	26.45	13 OCT 97	PRE-DATED 1998 CALENDAR
016286	01520	POSTMASTER	663.00	13 OCT 97	2000-32 CENT STAMPS;100-23 C
016287	01521	PRECISION CONTROL SYSTEMS, I	3807.17	13 OCT 97	QTLY MTNCE;HEAT SYSTEM FILTE DEM.AIR HANDLER REPAIRS
016288	01522	PUBLIC EMPLOYEES' RETIREMENT	9447.47	13 OCT 97	3rd QTR. PAYMENT
016289	01523	QUILL	402.22	13 OCT 97	CONSTR/COMPUTER PAPER,CALEND
016290	01524	REED REFERENCE PUBLISHING	909.71	13 OCT 97	BIP, SUBJ GDE TO BIP
016291	01525	REGENT BOOK CO., INC.	50.87	13 OCT 97	BOOKS
016292	01526	RENSSELAER CENTRAL HIGH SCHO	55.00	13 OCT 97	1998 YEARBOOK ADVERTISEMENT
016293	01527	RENSSELAER REPUBLICAN	49.00	13 OCT 97	CIRC.CLERK ADVERTISEMENT-REN
016294	01528	SARAH McKEE	500.00	13 OCT 97	MOVING EXPENSE
016295	01529	SCHOOL SPECIALTY, INC.	33.65	13 OCT 97	FILE SHELF, INDEX CARDS
016296	01530	SCHULTZ TV & ELECTRONICS	17.46	13 OCT 97	COMPUTER ACCESSORIES & BATTE
016297	01531	SECURITY COURIERS CORP.	900.96	13 OCT 97	TRANSPORT SERVICE-8/29 TO 9/
016298	01532	SHEILA MAXWELL	97.20	13 OCT 97	MILEAGE
016299	01533	SPRINT-INDIANA	144.00	13 OCT 97	RESET ROUTER
016300	01534	SPRINT	533.39	13 OCT 97	TELEPHONES-OCT.1997-RENS & D
016301	01535	SPRINT	181.86	13 OCT 97	LONG DISTANCE-SEPT.1997
016302	01536	SUPERIOR SALES & SERVICE	88.00	13 OCT 97	HELIUM TANKS-DEM.& RENS. FES
016303	01537	T.C.& M., INC.	45.00	13 OCT 97	RENS. OUTSIDE LIGHTS-TIMER R
016304	01538	TEETERS CULLIGAN	9.95	13 OCT 97	WATER COOLER RENTAL-WHEATFIE
016305	01539	THINK TANK INFORMATION SYSTE	2501.50	13 OCT 97	INSTALLATION & NETWORK EQUIP
016306	01540	TYSEN'S COUNTRY GROCERY, INC	12.68	13 OCT 97	CH.PROGRAM SUPPLIES-DEMOTTE
016307	01541	UNITED SUPPLY CO. INC.	42.51	13 OCT 97	CONSTR.PAPER,CRAFT ITEMS
016308	01542	UPSTART	54.12	13 OCT 97	POSTERS,BOOKMARKS
016309	01543	VIKING OFFICE PRODUCTS	283.79	13 OCT 97	COPY PAPER,ADD MACHINE ROLLS
016310	01544	WAL-MART STORES, INC.	341.18	13 OCT 97	VIDEOS,CLEANING SUP.,BOOKS,C
016311	01545	WALSTRA FINE CUT	562.00	13 OCT 97	LAWN MOWING-DEM & WHEATF.-AU
016312	01546	WILLIAM A. DOWELL	62.00	13 OCT 97	U.S. & IND. FLAGS
016313	01547	WORLD BOOK EDUCATIONAL PRODU	703.15	13 OCT 97	ENCYCLOPEDIAS
016314	01548	WORLD COM	651.18	13 OCT 97	SEP.BILLING-DATA LINE
016315	01550	GALE RESEARCH INC.	895.50	13 OCT 97	WEST'S ENCYCLOPEDIA OF AMER.
016316	01551	INCOLSA	105.00	13 OCT 97	BASIC HTML TRAINING WKSHP-10 -HEEKE, YORK, FILSON (LAKE C & INCOLSA DIR.MTG-10/24/97-D
016317	01552	KSH CONSULTING	1355.75	13 OCT 97	INTRANETWARE CLASS-10/13-17
016318	01594	ACORDIA PERSONAL BENEFITS, I	780.98	24 OCT 97	QTLY INSURANCE PREMIUM-JUNG,
016319	01595	CITY OF RENSSELAER	2112.00	24 OCT 97	RENS.UTILITIES: 9/8-10/14/97
016320	01596	INDIANA DEFERRED COMPENSATIO	567.08	24 OCT 97	WITHHELD FROM PAYROLL 24 OCT DAUGHERTY,KOORY,KOPANDA,SCHUL

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

31 Oct 97

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016321	01597	INDIANA VISUAL & AUDIO NETWO	10.00	24 OCT 97	IVAN BOARD MTG.-HEEKE
016322	01598	NIPSCO	3545.26	24 OCT 97	UTILITES-DEM: 9/18-10/16/97; WHEATF: 9/11-10/9/97
016323	01599	SPRINT	158.22	24 OCT 97	LOCAL PHONES-WHEATFIELD-OCT
--TOTAL AMOUNT OF CLAIMS--			100821.57		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 5 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 100821.57. Dated 11 NOV 97.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
Oct. 31, 1997

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
F S & FEES.....			\$1,940.05	\$20,545.37
DeMotte	\$749.79	\$7,506.51		
Rensselaer	\$834.43	\$9,245.72		
Wheatfield	\$355.83	\$3,793.14		
PHOTOCOPIES.....			\$630.90	\$5,721.42
DeMotte	\$214.75	\$2,145.58		
Rensselaer	\$356.20	\$2,792.86		
Wheatfield	\$59.95	\$782.98		
CARDS.....			\$46.00	\$747.00
DeMotte	\$12.00	\$278.00		
Rensselaer	\$24.00	\$359.00		
Wheatfield	\$10.00	\$110.00		
COMPUTER DISKS.....			\$1.40	\$5.60
INTEREST.....			\$207.60	\$15,542.57
TAXES.....			\$0.00	\$522,238.98
Property Tax	\$0.00	\$316,489.58		
Financial Institution Tax	\$0.00	\$738.38		
License Excise Tax	\$0.00	\$29,168.77		
Local Option/Certified Shares	\$0.00	\$154,414.00		
Local Option/Property Tax Repl.	\$0.00	\$18,684.50		
State Distribution	\$0.00	\$2,743.75		
REFUNDS.....			\$14.19	\$1,096.87
Outstanding check (Town/Demotte)	\$0.00	\$18.72		
Sale/Card Catalog/Auction	\$0.00	\$867.26		
Fix Trash Gate Post (Custom Lawn	\$0.00	\$26.50		
Sidewalk caulking (Peggy Woods)	\$0.00	\$69.30		
Postage	\$14.19	\$17.19		
LaPorte P.L. (travel exp.reimburse.)	\$0.00	\$97.90		
TOTAL OPERATING FUND RECEIPTS.....			\$2,840.14	\$565,897.81
PLAC FUND.....			\$0.00	\$147.00
GIFT FUNDS.....			\$145.40	\$3,956.77
DeMotte	\$0.00	\$355.00		
Rensselaer	\$145.40	\$3,449.40		
Wheatfield	\$0.00	\$152.37		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$217,496.09
Property Tax	\$0.00	\$198,717.95		
Financial Institution Tax	\$0.00	\$463.62		
License Excise Tax	\$0.00	\$18,314.52		
HOST/HOSPITALITY FUND.....			\$10.00	\$1,290.88
LIBRARY IMPROVEMENT FUND.....			\$175.42	\$2,412.75
GENEALOGY GRANT FUND.....			\$1,000.00	\$1,000.00
ORAL HISTORY GRANT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$290.50
NDIANA TECHNOLOGY GRANT FUND.....			\$0.00	\$34,203.55
E TECHNOLOGY GRANT 1997.....			\$0.00	\$6,152.00
CONSTRUCTION FUND.....			\$18.79	\$432.08
Interest Earned	\$18.79	\$432.08		
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$23.81
TOTAL RECEIPTS - ALL FUNDS.....			\$4,189.75	\$833,303.24

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 05 Nov 97

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
006836	01678	MARLENE BEEDLE	438.55	10 NOV 97	PAYROLL
006837	01672	GLENDA BROWN	675.61	10 NOV 97	PAYROLL
006838	01675	RENEE CARR	489.51	10 NOV 97	PAYROLL
006839	01689	VALERIE A. COLVIN	96.74	10 NOV 97	PAYROLL
006840	01705	JUSTIN F. COPLE	265.59	10 NOV 97	PAYROLL
006841	01674	LYNN DAUGHERTY	929.78	10 NOV 97	PAYROLL
006842	01667	CHARLOTTE FAGEN	723.38	10 NOV 97	PAYROLL
006843	01688	STEPHANIE D. FILSON	529.55	10 NOV 97	PAYROLL
006844	01686	HEEKE, MICHELLE M.	889.44	10 NOV 97	PAYROLL
006845	01692	SANDRA L. HESTERMAN	406.13	10 NOV 97	PAYROLL
006846	01677	ROSE E. HOWARD	538.53	10 NOV 97	PAYROLL
006847	01679	GAIL M. JUNG	705.71	10 NOV 97	PAYROLL
006848	01700	AMBER J. KALUF	121.70	10 NOV 97	PAYROLL
006849	01696	ERIN C. KINGMAN	112.65	10 NOV 97	PAYROLL
006850	01673	DIANA KOBY	438.75	10 NOV 97	PAYROLL
006851	01670	JOAN KOPANDA	537.56	10 NOV 97	PAYROLL
006852	01671	KROS, DIANE	678.03	10 NOV 97	PAYROLL
006853	01681	SHARON K. LEWIS	116.20	10 NOV 97	PAYROLL
006854	01699	SHEILA MAXWELL	787.50	10 NOV 97	PAYROLL
006855	01694	KRISTINE L. MAYS	385.04	10 NOV 97	PAYROLL
006856	01706	SARAH A. McKEE	99.40	10 NOV 97	PAYROLL
006857	01687	DIANE M. OPOLSKI	350.43	10 NOV 97	PAYROLL
006858	01690	JACKIE REAGAN	692.59	10 NOV 97	PAYROLL
006859	01685	LISA RUSHER	548.40	10 NOV 97	PAYROLL
006860	01701	CATHERINE A. SALYERS	266.04	10 NOV 97	PAYROLL
006861	01668	SHARON SCHULENBERG	584.33	10 NOV 97	PAYROLL
006862	01702	BECKY J. SHIDE	91.02	10 NOV 97	PAYROLL
006863	01683	JACK STANDISH	292.43	10 NOV 97	PAYROLL
006864	01697	PATRICIA STRINGFELLOW	521.32	10 NOV 97	PAYROLL
006865	01669	JILL TACHTIRIS	675.79	10 NOV 97	PAYROLL
006866	01704	BRENDA Z. THOMAS	127.79	10 NOV 97	PAYROLL
006867	01698	LINDA THOMPSON	187.12	10 NOV 97	PAYROLL
006868	01703	VAN KLEY, APRIL L.	90.59	10 NOV 97	PAYROLL
006869	01693	VIRGINIA VIS	67.72	10 NOV 97	PAYROLL
006870	01695	VIRGINIA L. VIS	108.78	10 NOV 97	PAYROLL
006871	01691	SUSAN M. WAKELAND	58.05	10 NOV 97	PAYROLL
006872	01680	WEBSTER, RACHAEL D.	481.60	10 NOV 97	PAYROLL
006873	01676	WHITED, AMBER	539.34	10 NOV 97	PAYROLL
006874	01684	MARGARET M. WOODS	631.29	10 NOV 97	PAYROLL
006875	01682	LEANNE YORK	901.14	10 NOV 97	PAYROLL
016324	01601	ACE HARDWARE	53.23	11 NOV 97	HUMIDIFIER,LIGHT BULBS,SPRAY
016325	01602	AMBER WHITED	53.53	11 NOV 97	EXPENSES/PROF. MTG & MILEAGE
016326	01603	AUSTIN BOOK SALES	112.33	11 NOV 97	CAREER BOOKS
016327	01604	AVC CORPORATION	99.00	11 NOV 97	SERV.AGREEMENT-NOV-FINANCIAL
016328	01605	BAKER & TAYLOR	5949.02	11 NOV 97	BOOKS, GIFT BOOKS
016329	01606	BARNES & NOBLE	762.20	11 NOV 97	BOOKS, BOOKS w/CASSETTES
016330	01607	BEN FRANKLIN	15.12	11 NOV 97	AFTER SCHOOL PROGRAM SUPPLIE
016331	01608	BEST BUY CO., INC.	300.95	11 NOV 97	FAX MACHINE(3 YR)-RENS

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

05 Nov 97

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016332	01609	BETTY A. HUFF (PAS-TIME BOO	469.24	11 NOV 97	BOOKS & VIDEOS
016333	01610	CAERE	108.95	11 NOV 97	OMNI PRO WINDOW UPGRADE/SCAN
016334	01611	CAMELOT MUSIC, INC.	577.62	11 NOV 97	AUDIO CD'S
016335	01612	CHARLOTTE FAGEN	32.87	11 NOV 97	PUZZLES,MILEAGE,EXPENSES/PRO
016336	01613	DAVIDSON TITLES INC.	448.21	11 NOV 97	BOOKS
016337	01614	DEMOTTE HISTORICAL SOCIETY	25.00	11 NOV 97	BUSINESS MEMBERSHIP-MARLENE
016338	01615	DIANA KOOY	35.82	11 NOV 97	MILEAGE,BATTERIES & LIBRARY
016339	01616	DIANE KROS	24.00	11 NOV 97	MILEAGE
016340	01617	DIVERSITY UNIFORMS	34.75	11 NOV 97	5 NAME BADGES
016341	01618	DUMAS & MORIARTY	157.50	11 NOV 97	LEGAL CONSULTATION
016342	01619	ED LAGESTEE, JR.	400.00	11 NOV 97	PAINT DOOR/GAS PIPE,STAIN SI
016343	01620	ENCYCLOPAEDIA BRITANNICA ED.	1044.00	11 NOV 97	BOOKS
016344	01621	FACTS ON FILE NEWS SERVICES	625.00	11 NOV 97	SUBSCRIPTION TO DEC '98-REN
016345	01622	FASE'S WATER TREATMENT & FLO	43.75	11 NOV 97	REDOUT
016346	01623	GA FOODS GROUP	10.26	11 NOV 97	AFTERSCHOOL PROGRAM-RENS
016347	01624	GAIL JUNG	59.02	11 NOV 97	RENSSELAER PETTY CASH*
					POSTAGE,OFFICE SUP.,CHILDREN
016348	01625	GAIL JUNG	26.40	11 NOV 97	MILEAGE
016349	01626	GALE RESEARCH INC.	562.99	11 NOV 97	BOOKS
016350	01627	GAYLORD BROS.	6354.40	11 NOV 97	GRAPH.GALAXY,BK COVERS,MAINT
016351	01628	GLENDA BROWN	60.60	11 NOV 97	MILEAGE
016352	01629	H. W. WILSON COMPANY	293.00	11 NOV 97	RDRS GUIDE & VERT FILE SUBC.
016353	01630	HECKMAN BINDERY, INC.	666.95	11 NOV 97	BINDING OF BOOKS
016354	01631	HERITAGE OFFICE PRODUCTS, IN	1363.23	11 NOV 97	SERV.CONT.10/97-10/98,CALAND
016355	01632	HIGHSMITH CO. INC.	120.70	11 NOV 97	SELF-ADHESIVE VINYL
016356	01633	INCOLSA	24.00	11 NOV 97	INTRNET RNDTABLE-12/4,12/5/9
016357	01634	INGRAM	117.47	11 NOV 97	BOOKS
016358	01635	JACK STANDISH	87.04	11 NOV 97	PAPER CABINET-MATERIALS & LA
016359	01636	JACKIE REAGAN	32.10	11 NOV 97	MILEAGE
016360	01637	JOYCE I. LANE	50.00	11 NOV 97	FUNERAL RECORDS OF RENSSELAE
016361	01638	KANKAKEE VALLEY READING COUN	10.00	11 NOV 97	RENEWAL MEMBERSHIP-2 EMPLOYE
016362	01639	LEANNE YORK	15.90	11 NOV 97	MILEAGE
016363	01640	LEGAL DIRECTORIES PUBLISHING	56.00	11 NOV 97	BOOKS
016364	01641	LISA RUSHER	12.00	11 NOV 97	MILEAGE
016365	01642	LYNN DAUGHERTY	331.20	11 NOV 97	REGSTR.DIST MTG,EXPENSES/PRO
016366	01643	M. LEE SMITH PUBLISHERS LLC	97.00	11 NOV 97	IND. EMPLYMNT LAW LETTER SUB
016367	01644	MARSHALL CAVENDISH CORPORATI	529.95	11 NOV 97	BOOKS
016368	01645	MICHELLE HEEKE	15.00	11 NOV 97	IND. ONLINE USERS GROUP PROG
016369	01646	NORTHWESTERN INDIANA TELEPHO	158.50	11 NOV 97	TELEPHONE SERVICE NOV/97-DEM
016370	01647	PATTY STRINGFELLOW	24.00	11 NOV 97	MILEAGE-ILF
016371	01648	PRECISION CONTROL SYSTEMS, I	134.36	11 NOV 97	TIMER FOR AIR HANDLER UNIT-R
016372	01649	QUILL	185.55	11 NOV 97	PENS,INDEX CRDS,RIBBON,CORRC
016373	01650	SECURITY COURIERS CORP.	938.50	11 NOV 97	TRANSPORT SERVICE 10/3 TO 10
016374	01651	SHEILA MAXWELL	171.38	11 NOV 97	MILEAGE,EXPENSES/PROF MTGS.&
016375	01652	SIMON & SCHUSTER SCHOOL GROU	527.90	11 NOV 97	BOOKS
016376	01653	SPRINT-INDIANA	9875.21	11 NOV 97	ROUTERS FOR TECHNOLOGY PROJE
016377	01654	SPRINT	150.95	11 NOV 97	LONG DISTANCE OCT/97-RENS,DE
016378	01655	STEPHANIE FILSON	113.98	11 NOV 97	MILEAGE, EXPENSES/PROF MTG

REGISTER OF CLAIMS
----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016379	01656	SUNCOAST #3009	468.39	11 NOV 97	VIDEOS
016380	01657	TEETERS CULLIGAN	39.65	11 NOV 97	WATER COOLER RENTAL-WHEAT
016381	01658	THINK TANK INFORMATION SYSTE	3372.50	11 NOV 97	TECHNICAL SUPPORT
016382	01659	THOMAS T. BEELER, PUBLISHER	186.35	11 NOV 97	BOOKS
016383	01660	TYSEN'S COUNTRY GROCERY, INC	48.10	11 NOV 97	GLSS CLEANER,COLOROX,BOWL CLE
016384	01661	UNIVERSITY MICROFILMS INTERN	1693.68	11 NOV 97	REN.DEMOCRAT 1898-1930,KVPOS
016385	01662	WAL-MART STORES, INC.	85.97	11 NOV 97	BOWL CLNR,MOUSE,SURGE PROTC,
016386	01663	WALMART #1618	591.40	11 NOV 97	VIDEOS & CASSETTE'S
016387	01664	WALSTRA FINE CUT	132.00	11 NOV 97	LAWN MAINT-9/4 TO 9/25/97;DE
016388	01665	WHEELER PUBLISHING, INC.	336.75	11 NOV 97	BOOKS
016389	01666	WILLIAM A. DOWELL	24.00	11 NOV 97	3 X 5 INDIANA FLAG
016390	01707	INDIANA DEFERRED COMPENSATIO	567.08	10 NOV 97	WITHHELD FROM 10 NOV 97 PAYR DAUGHERTY,KOBY,KOPANDA,SCHUL
016391	01708	S & J CHEM-DRY	1500.00	10 NOV 97	CARPET CLEANING-DEMOTTE
016392	01709	TOWN OF DEMOTTE	43.12	10 NOV 97	SEWER SERVICE-SEP 1997-DEMOT
016393	01710	TOWN OF WHEATFIELD SEWER WOR	41.05	10 NOV 97	SEWER SERVICE-NOV.1997-WHEAT
--TOTAL AMOUNT OF CLAIMS--			60858.79		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 60858.79. Dated 11 NOV 97.

_____	_____
_____	_____
_____	_____
_____	_____

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting

Tuesday, December 16, 7:00 PM

Meeting Place: Rensselaer Library

Following 5:30 PM dinner at the City Office and Pub

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Technology Grant (R 13)
- D. Construction Fund Interest (R 7)
- E. Transfers/Encumbrances (R 16)
- F. Workshop approval

General Business

- | | |
|--|-------------|
| A. Disposal of library property (R 14) | Action |
| B. Board development concerns (R 14) | Action |
| C. Health Insurance (R 14) | Action |
| D. Building problems (R 9-12) | Action |
| E. ALA membership (R 13-14) | Action |
| F. Election of officers | Action |
| G. Board committee appointments | Information |

Director's Report (R 13 – R 16)

Discussion

Items for future Agendas

Public Forum

Adjournment

MINUTES.....November 11, 1997
Jasper County Public Library Board of Directors' Meeting 7:00 PM
Rensselaer Headquarters Library

Present: Mary Linda Casey, Mary Duggleby, Barbara Leestma, Robert Souza, Lynn Daugherty.
Absent: Wilbur Doty, Patrick O'Rourke, Anne-Marie Egan. Also in attendance was Roger Walstra, who will replace Wilbur Doty on the board in January.

Agenda/Consent Agenda Approval: On a motion by B. Leestma, seconded by M. Duggleby, the Agenda and Consent Agenda items including October Minutes and Bills/Financial Reports were approved.

Technology Grant: Following a motion by B. Leestma, seconded by M. Duggleby, the board voted to apply for a State Technology Grant, Part Two, Alternative A, which would ask for 5 more public access Internet workstations.

Board Development: The Board suggested that training of new board members should include listening to the Dan Cain audiotapes entitled "Board Talk with Dan Cain". It should include a 1/2 day Saturday session, perhaps in March, with David Hurst presenting a Budget 101 workshop. One issue to be included in that presentation is the part the board should play in finding alternate financing for library support. They suggested that this workshop be repeated the following year.

They agreed with the idea of securing a speaker on Intellectual Freedom for the NILBA dinner which will be hosted by the JCPL Board on July 29. An all day Saturday workshop, by Dan Cain or someone else qualified to discuss the role of a public board, should be presented later in the year.

Basically, the Board liked the idea of honoring retiring long-term board members at the Rensselaer Festival of Music, December 4. They recommended including Marge Hohner, Miriam Lawyer, and Wanda Stewart in the ceremony. They also recommended videotaping comments of those board members at the event. The board suggested gathering present and past board members for a dinner sometime in the next few months.

Technology and Technical Services Reports: Sheila Maxwell, JCPL System Administrator, and Sarah McKee, new Technical Services Librarian were introduced to the board. Sheila gave a summary of the technology improvements made to the library during the past year, listing present projects and goals for next year.(Report appended) Sarah, who began work October 31, 1997, noted that she could more accurately give a report about the state of the Technical Services Department in a few months, after she is familiar with her position.

Special vacation request: On a motion by B. Souza, seconded by M. Duggleby, the board approved allowing an employee to take 3 vacation days (already earned), which would not normally be available until January 1998, for her honeymoon later this month

Nominating Committee Report: The Board accepted B. Souza's nominating committee report slating the following officers for 1998: President, B. Leestma, Vice President, M.L. Casey,

Secretary, M. Duggleby, Treasurer, A.-M. Egan. The election will be held at the December board meeting. Also to be voted on at that time will be a recommendation to change the by-laws to make the president also act as the assistant treasurer. (An alternative solution would be to change the by-laws to state that each year, one board member will be selected by the board to act as assistant treasurer.)

Health Insurance: The ILF (Indiana Library Federation) Health Insurance Plan was presented to the Board. This is the first group plan that has been made available to library employees statewide. It is a good, comprehensive plan. Until detailed employee applications are submitted to the Anthem plan's administrator, the library will not know the cost of the plan. At least 50% of the cost must be borne by the library. At least 75% of the eligible staff must adopt the health and/or life insurance offered. The Board will decide at the December meeting whether to join the plan.

In the meantime, the Board made the following decisions needed before turning in the library's application for insurance coverage:

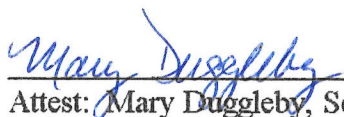
- The library will ask for rates on two options
 - Option 1: Premium Care, \$500 deductible, \$5,000 stop loss
 - Option 2: Premium Care, \$250 deductible, \$5,000 stop lossFor each of the options, the library will ask for separate quotes on supplemental accident, preventive care, Full Service Vision, and dental (plan 1) insurance.
- Probationary period for insurance for new employees will be 1 month.
- Benefits will become effective on the first day of the month following the probationary period.
- Present employees who are eligible for insurance (working 35 hours per week) will be covered beginning the first day the plan is in effect at JCPL.
- All employees working 35 or more hours per week will qualify for \$15,000 life insurance.

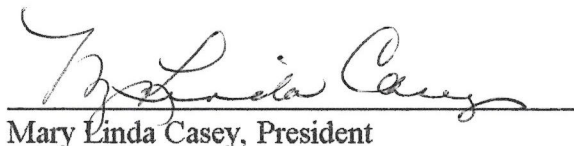
Director's Report: NILBA (Northwest Indiana Library Board Association) meeting dates for 1998 were announced. They are Wednesday, January 28, Hammond, Wednesday, April 29, Porter County, Wednesday, July 29, Jasper County, and Wednesday, September 30, Whiting.

December board meeting: The December board meeting will begin with Christmas dinner at The City Office and Pub, at 5:30 PM, *Tuesday, December 16* (3rd Tuesday). The meeting will be held after dinner, at the Rensselaer Library.

Board members were encouraged to put the *Thursday, December 4, Rensselaer Festival of Music* on their calendars.

With no more business to discuss, the meeting was adjourned at 8:45 PM on a motion by R. Souza, seconded by B. Leestma.


Attest: Mary Duggleby, Secretary


Mary Linda Casey, President

MEMORANDUM

1998 Board Committee Appointments

Budget Committee: Mary Duggleby, Anne-Marie Egan, Roger Walstra

Policy Committee: Mary Linda Casey, Barbara Leestma, Roger Walstra,

Nominating Committee: Barbara Leestma, Jim Staton, _____

Director Evaluation: Mary Duggleby, Anne Marie Egan, Jim Staton

MEMORANDUM

Workshop Approval

I would like permission to send our new Technical Services Librarian to a Fred Pryor workshop on "Management Problems of the Technical Person in a Leadership Role. The workshop will be held January 6, at a cost of \$195.

MEMORANDUM

Election of Officers

The following slate of officers for 1998, presented at the November board meeting, is presented for a board vote at tonight's meeting.

President: Barbara Leestma

Vice President: Mary Linda Casey

Secretary: Mary Duggleby

Treasurer: Anne-Marie Egan

Vote: To accept the slate of officers for 1998 as presented by the Nominating Committee.

R4

CIRCULATION BY PATRON CODE **November 1997**

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
Adult Male (0)	1125	14.1%	977	11.3%	494	14.0%	2596	12.8%
Adult Female (1)	4960	62.0%	4728	54.6%	2077	58.7%	11765	58.2%
Juvenile 0-11 (2)	900	11.2%	1428	16.5%	508	14.4%	2836	14.0%
YA 12-17 (3)	369	4.6%	360	4.2%	106	3.0%	835	4.1%
Nonresident No Fee (4)	61	0.8%	266	3.1%	36	1.0%	363	1.8%
Board/Staff (5)	243	3.0%	444	5.1%	277	7.8%	964	4.8%
School (6)	0	0.0%	58	0.7%	0	0.0%	58	0.3%
St. Joseph College (7)	0	0.0%	92	1.1%	0	0.0%	92	0.5%
State Library Card (8)	1	0.0%	1	0.0%	0	0.0%	2	0.0%
Nonresident Fee (9)	16	0.2%	14	0.2%	0	0.0%	30	0.1%
Corporate (10)	0	0.0%	68	0.8%	25	0.7%	93	0.5%
Reciprocal (11)	329	4.1%	225	2.6%	15	0.4%	569	2.8%
Total	8004		8661		3538		20203	
 Total items borrowed by nonresidents	 407	 5.1%	 656	 7.6%	 51	 1.4%	 1114	 5.5%

REGISTRATIONS

Borrowers--Start of month:	6283	6545	2596	15424
Borrowers--End of month:	6345	6622	2630	15597
 Non-resident, paying	 7	 19	 0	 26
PLAC card users	2	3	0	5
Reciprocal borrowers	189	106	10	305

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

November 1997

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	97	21	90	20	165	36	352	76
LOCAL HISTORY								
In person	3	1	17	5	6	2	26	7
Letters written	1	1	8	8		0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer agreements	18	2	75	6	11	1	104	9
Computer software used	18	2	83	7	14	1	115	10
VCR Use	2	0	0	0	0	0	2	0
Microforms	4	1	111	15	0	0	115	15
CD ROM software used	215	18	224	19	88	7	527	44
Public use of FAX service	9	2	17	3	7	1	33	6
Typewriter use	2	0	0	0	0	0	2	0
Other equipment used	0	0	1	0	0	0	1	0
Dial-in OPAC access							78	
OTHER LIBRARY SERVICES USED								
Walking book visits	9	6	3	2	1	1	13	9
Notarized documents	2	1	1	0	2	1	5	1
Meeting Room Use (number of groups)	53	18	35	12	18	6	106	35
Study room use	15	1	3	0	0	0	18	2
Copies made for patrons		0		0		0	0	0
Tax forms distributed		0		0		0		0
INTERLIBRARY LOANS								
Requests made for:	41	10	46	12	3	1	90	23
Items rec'd for:	24	12	35	18	7	4	66	33
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0
DIRECTIONAL QUESTIONS								
These statistics are gathered during one week every 3 months, then multiplied by 4.3 to give a monthly estimate. You will see the same figures for 3 months.								
By phone		0		0		0	0	0
In person		0		0		0	0	0
REFERENCE QUESTIONS								
By phone		0		0		0	0	0
In person		0		0		0	0	0

PROGRAMS

Children's Programs (0-13) Number attending	19 325	114	6 110	36	7 104	42	32 539	192
YA Programs (14-17) Number attending		0		0		0	0 0	0
Adult Programs Number attending	1 47	6	8 59	48	1 19	6	10 125	60
Senior Citizen Programs Number attending		0	2	0		0	0 2	0
TOTAL NO. OF PROGRAMS	20	120	14	84	8	48	42	252
TOTAL PERSONS ATTENDING	372		171		123		666	
TOTAL HOURS SPENT		334		293		155		783

MEMORANDUM

Construction Fund Interest

Summary: After we use the final remaining funds in the Construction Fund, we will get a final statement showing interest earnings of less than \$13.00. That interest must be transferred to the Bond and Interest Redemption Fund (BIRF).

Discussion: In order to close out our Construction Fund, we must withdraw that final interest from it immediately upon receipt of the final statement, so that the interest does not earn interest. By law, any surplus remaining in the Construction Fund after we finish using it for building expenses can only be transferred to BIRF. It is time to close out this Construction Fund. We have been using the final small amount in it for expenses related to the Technology Project.

Vote: To receipt the final interest earned on the Construction Fund Account into BIRF after we have written checks for the balance in the Construction Fund Account.

MEMORANDUM

Building Problems

Summary: Monday, Nov. 17, was the deadline for architect and contractor to present us with a proposal for reimbursement for air conditioning expenses. We received a letter from Circle Design, the engineers hired by our architect to design the heating, air conditioning, plumbing and electrical systems of the DeMotte and Rensselaer libraries. We also received one from the contractor Circle "R" Mechanical. Letters appended. Since the two parties did not present a settlement offer as we requested, the Board must now decide whether to go into litigation over this \$15,000 expense.

Discussion: On November 14, the owner, the service manager, and the accounts manager of Precision Controls came down to meet with me. They reported on their progress in solving some heating problems at DeMotte where they are examining the system with a fine-tooth comb. However, in essence, the visit was to persuade us to hold off on going into litigation with Circle R and Ratio Architects over the air conditioning costs.

They feel they would be in the middle of the argument, since they are the ones who told us that some work was installed incorrectly by Circle R. They continue to do contract work for Circle R. This would hurt that relationship. They also hope to enlist Circle R's help in working out our heating problems. Litigation would put a halt to that. They feel they are in a position to apply some pressure of their own on Circle R, which they feel might be more to our benefit than our trying to apply our own pressure.

Going into litigation with Circle R would also make Precision uneasy about continuing to service our libraries, since their technicians would have to be restrained from talking to us about what is going on – to protect their company.

I can see their point. They are truly dedicated to working out the problems in our system. They are a well-respected company. I would like to facilitate getting the problems solved. If they feel it would help for us to back off, I think we would be wise to do so.

I talked to our attorney, who agreed that as soon as we enter litigation, neither Circle Design nor Ratio, nor Circle R will do anything to help solve problems and Precision might be put in a position where they feel they cannot work for us. This must be a

R 10

board decision.

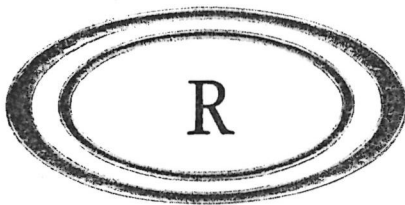
Progress at DeMotte: Precision tells us that DeMotte temperatures are now holding to within 1/2 of a degree of the temperature at which a VAV is set. They will now schedule a time to examine the Rensselaer system (where temperatures have been excessively warm in the past weeks) and correct the problem.

At present, the FAX machine and the Precision diagnostic modem share a telephone line. Precision is going to investigate the possible installation (at their cost) of installing an automatic switchover on the modem. This will hinge on whether the device will signal us when the modem is in use so that we know that our FAX machine is not out of order. Presently, we must flip a switch in the boiler room when Precision wants to access the modem.

We have sent Precision a total gas and electric bill for one year. They will analyze this to see if problems are indicated.

Next Step(s). To determine whether to take legal action against Ratio Architects, Circle Design, and Circle "R" Mechanical or whether to let Precision Controls find solutions to our problems and make a decision after their repair work is completed.

Vote:



CIRCLE "R" MECHANICAL, INC.

P.O. BOX 130, 5740 CENTRAL AVENUE

PORTAGE, INDIANA 46368

TELEPHONE (219) 762-5588 OR 883-0451

FAX NO. (219) 763-6743

November 13, 1997

Attn: Lynn Daugherty
Jasper County Public Library
208 West Susan Street
Rensselaer, IN 47978-2447

Re: Rensselaer Library

Dear Lynn,

I am in receipt of your letter dated October 10, 1997 and Precision Control's letter of October 2, 1997 regarding air conditioning problems at Rensselaer Library.

Regarding the letter from Precision Controls of October 2, 1997 the following are our observations.

1. The refrigeration piping size and design were taken directly from the Carrier design manual and installed as such. It is our opinion that the repiping was unnecessary.
2. The absence of the hot gas bypass is a direct result of Carrier stating that if the equipment is sized correctly their equipment does not require it. This is also supported by the fact that Carrier submitted their equipment without hot gas bypass and this design was approved. Since I am not an engineer, I can only assume that the equipment is sized correctly as we have performed numerous projects with Circle Design and not had any problems.
3. The distributor nozzles mentioned are sized by Carrier for their equipment and factory installed. The mechanical contractor has nothing to do with these nozzles. If the nozzles were incorrectly sized, these came directly from Carrier sized for their equipment.
4. To the best of my knowledge, the oil trap was installed as it was drawn on our piping diagram that we forwarded to our piping subcontractor at the time of installation.



• SHEET METAL • HEATING - AIR CONDITIONING • VENTILATION • PLUMBING • PIPING • FABRICATION
SERVICE - DESIGN BUILD • INDOOR AIR QUALITY • NEMI CONTRACTOR
• AIR AND WATER BALANCING • COMBUSTION ANALYZING • TEMPERATURE CONTROL

Unfortunately we can not verify that the problems Precision Controls stated are correct as we were never brought into the mix of things and shown these items.

Given the quantity of work that you authorized Precision to perform, if your air conditioning is now functioning properly what corrections are the direct result? As stated above the piping was sized and installed correctly. If indeed the distributor nozzles were incorrectly sized this could have resulted in your problems. Again Carrier sized and installed these nozzles for your piece of equipment. Carrier determined that hot gas bypass was not required for your piece of equipment.

After our original warranty period expired many years ago, the library hired a local contractor to perform the maintenance and service then also hired Rohan Trane and then hired Precision Controls to perform the service and maintenance. During our warranty period I don't believe we experienced these air conditioning problems or if you did, we were not informed of them. From the time our warranty expired there has been numerous contractors and people performing work and changes on your equipment and our installation which was installed correctly. Given the number of people you have hired to perform work on your equipment without contacting us it would be impossible to determine exactly what alterations had been made to our installation.

You list a number of invoices, demanding payment. The majority of these appear to be routine service calls, control problems or errors such as the duplicate Trane invoice for \$459.61 or Trane's invoice of \$339.50 where according to their service reports they found the power turned off to crankcase heater just to list a few examples.

I regret the inconvenience that the Library has endured. As stated above when you decided not to renew our service agreement after the warranty period lapsed your routine service problems became your responsibility and the service contractor of your choice.

If I can be of further assistance please feel free to contact me.

Respectfully
Circle "R" Mechanical


Tom Heckman



CIRCLE DESIGN GROUP, INC.

127 E. MICHIGAN STREET, SUITE 100, INDIANAPOLIS, IN 46204
TELEPHONE: 317-635-9838 FAX: 317-637-3511

October 31, 1997

Ms. Lynn Daugherty
Jasper County Public Library
208 W. Susan Street
Rensselaer, IN 47978-2447

Re: Rensselaer Library

Comm. No. 90135

Dear Lynn,

We received today (October 31, 1997) from Mr. Kim Rothenberger, a faxed copy of your letter dated October 30, 1997 demanding payment of \$ 15,344.57 by November 3, 1997 for what you have determined "improper design and/or improper installation" charges.

After a telephone conversation with Mr. Kim Rothenberger, it was determined that our office had not received your notes dated July 2, 1997 nor July 9, 1997. Mr. Rothenberger subsequently faxed those notes to us.

After reading through all of your correspondence, I must first say that I was surprised to hear that you were having air conditioning problems at Rensselaer Library. The last time you and I talked, you said that air conditioning had not been a problem, only heating, and hopefully that was resolved to your satisfaction.

Concerning the problems identified in Precision Control's letter dated June 10, 1997 and October 2, 1997, we offer the following comments:

1. Regarding the refrigerant liquid and suction pipe line sizes. The line sizes shown on our drawings were selected by the specified condensing unit manufacturer (Trane). Industry practice and project specifications require that an approved, substituted piece of equipment have all components (including piping) which meet or exceed the basic requirements of the specifications. Therefore, if any pipe revisions needed to be made, it would have been the manufacturer's responsibility to indicate the correct pipe size on their equipment submittal and pipe diagram. As noted in your backup, Carrier now contends the piping was incorrect for their equipment. This information was to have been revealed when they sold and applied their equipment to this project.

October 31, 1997
Ms. Lynn Daugherty
Page 2

2. Regarding the hot gas bypass installation, it is our understanding that Carrier stated it was not required for their equipment. I believe there was some dialogue regarding this matter with Mr. Tom Heckman at Circle 'R' Mechanical. The design base equipment (Trane) being of multiple screw compressors would not require hot gas bypass. If Carrier requires this for stable operation, they should have included it when applying their equipment to this project.
3. Regarding the oil traps, I believe this may be a field condition which required the traps. In talking with Mr. Tom Heckman, he stated he thought the traps were installed. However, if they are necessary for Carrier equipment, they should have been included.
4. Regarding the distributor nozzles, it is our understanding that the factory installs these nozzles. I doubt if Circle 'R' Mechanical would have had anything to do with this issue. Again, this is an equipment manufacturer issue.
5. Regarding the addition of filters, quantities of VAV zones, equipment manufacturing discrepancies, etc., when the project was designed, we put together a system using manufactured components with an eye to budget, as few projects can afford to include everything that may or may not be necessary. We also have little control over low bid alternate manufacturers who apply their equipment to design based on other equipment without incorporating differences unique to their equipment. Obviously, if Carrier had included and advised on the piping differences, they would not have been low bid, and you would have paid more for the project initially.

In addition, Lynn, had I received your notes in a more timely fashion, I'm not sure that I would have determined that you wanted Circle Design Group to intervene and resolve an issue that is generally a service/control issue.

We are sorry about the inconveniences you and your staff have endured. As always, we are available to help resolve any misunderstandings or interpretations of the construction documents.

Please call if you have any questions or comments.

Sincerely,

CIRCLE DESIGN GROUP, INC.



Mary Trietsch
Principal

MT:rjs

cc: Mr. Kim Rothenberger, Ratio Architects
Mr. Tom Heckman, Circle 'R' Mechanical

December 16, 1997

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND

	Added Amount Appropriated		Amount Reduced
1.22 Unemployment Compensation	\$ 362.18	1.31 Other Personal Services	\$ 362.18
2.31 Building Materials & Supplies	\$ 165.51	2.33 Repair Parts	\$ 165.51
3.21 Telephone	\$ 140.00	3.42 Other Insurance	\$ 4599.16
3.24 Professional meetings	\$ 615.21		
3.31 Advertising & Public Notices	\$ 248.64		
3.51 Gas	\$ 3500.00		
3.91 Dues	\$ 95.31		
4.51 Books	\$ 4665.79	4.53 Non-Printed Materials	\$ 4665.79
TOTAL	\$ 9792.64		\$ 9792.64

James M. Staten

Barbara L. Loria

Rene Marie Egan

Robert Souza

May Duggloby

Nazada Cay

1997 Budget Encumbrances

The following salary and FICA amounts will be encumbered from the 1997 budget to pay salaries earned December 16 to 31, 1997, payable on January 9, 1998, by resolution of the Library Board of Trustees, at their meeting, December 16, 1997.

1.12	Salary of assistants	\$ 22199.54
1.13	Wages of Janitors	\$ 1420.60
1.21	Employer's Share - FICA	\$ 1806.94
TOTAL Salaries & Wages (1.1) Encumbered		\$ 25,427.08

The following amounts will be encumbered from the 1997 Equipment Budget:

<u>Appropriation</u>	<u>Purchase Order</u>	<u>Vendor</u>	<u>Amount</u>
4.4	#3960	Pen Products	\$ 854.00
4.4	#3974	Highsmith Company	\$ 146.00
4.4	#3991	Pen Products	\$ 315.00
TOTAL Equipment (4.4) Encumbered			\$ 1315.00

MONTH START		MONTH END	
V	T	V	T
O	I	O	I
L	T	L	T
U	L	U	L
M	E	M	E
E	S	E	S
S		S	

MONTH START		MONTH END	
V	T	V	T
O	I	O	I
L	T	L	T
U	L	U	L
M	E	M	E
E	S	E	S
S		S	

MONTH START		MONTH END	
V	T	V	T
O	I	O	I
L	T	L	T
U	L	U	L
M	E	M	E
E	S	E	S
S		S	

											ADULT BOOKS	
10909	10379	10973	10429	11885	11508	11988	11606	8005	8018	7860	7966	Fiction
13211	11013	13278	11042	17873	15886	17943	15934	7133	5538	7123	5560	Nonfiction

												CHILDREN'S BKS
8104	7781	8161	7824	9860	9415	9926	9482	5945	5820	6010	5855	Fiction
4970	4738	4995	4762	6958	6629	6983	6653	3303	3242	3335	3262	Nonfiction

										0	0	MAGAZINES, ADLT
										0	0	MAGAZINES, CH
2	2	2	2	368	155	368	155	3	3	3	3	GRAPHIC MAT'L
0	0	0	0	0	0	0	0			0	0	MICROFORMS
1079	953	1090	964	2169	1610	2172	1613	1213	1102	1212	1103	SOUND REC,ADULT
155	154	173	172	166	169	174	177	11	12	11	12	SOUND REC., CH
6	3	6	3	15	9	15	9	5	5	5	5	CD ROM SOFTWARE
4	2	4	2	87	23	87	23	112	57	112	57	SOFTWARE
										0	0	VERTICAL FILE
913	881	917	884	1183	1141	1192	1150	782	714	791	721	VHS
1	1	1	1	1	1	1	1			0	0	EQUIPMENT
39354	35907	39600	36085	50565	46546	50849	46803	26512	24511	26462	24544	TOTAL

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CIRCULATION BY ITEM FINE CODE
November 1997

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	62	30	31	123
100 (1)	60	81	24	165
200 (2)	60	55	28	143
300 (3)	280	216	75	571
400 (4)	5	21	4	30
500 (5)	66	41	35	142
600 (6)	501	366	217	1084
700 (7)	290	186	71	547
800 (8)	56	46	21	123
900 (9)	155	152	40	347
B (10)	110	86	47	243
j000 (11)	34	23	4	61
j100 (12)	6	8	1	15
j200 (13)	6	10	3	19
j300 (14)	60	74	30	164
j400 (15)	9	3	1	13
j500 (16)	164	124	87	375
j600 (17)	81	101	22	204
j700 (18)	106	237	53	396
j800 (19)	34	34	25	93
j900 (20)	74	84	53	211
jB (21)	33	22	26	81
FIC (22)	1257	1437	483	3177
yaFIC (23)	20	70	16	106
LARGE PRINT (24)	83	70	35	188
jFIC (25)	199	420	88	707
jE (26)	1440	1563	565	3568
jER (27)	443	267	107	817
Magazines (28)	858	441	223	1522
Games/Toys (29)	2	8	0	10
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	134	294	61	489
jCassettes (33)	55	121	41	217
Compact Discs (34)	137	150	186	473
jCompact Discs (35)	0	2	11	13
Sound Recordings (36)	3	38	2	43
jSound Recordings (37)	2	13	0	15
CD ROM Software (38)	25	17	8	50
Vertical File (39)	80	146	3	229
Equipment (40)	6	0	0	6
yapFIC (41)	159	143	60	362
jpFIC (42)	265	241	33	539
Reference (43)	27	38	7	72
Genealogy (44)	0	0	0	0
jMagazines (45)	37	20	9	66
VHS (46)	522	1224	675	2421
Computer software (47)	0	0	0	0
Internet usage (49)	90	107	34	231
Free reads	370	234	79	683
Puzzles			7	7
Talking books				0
Assignment shelf books				0
TOTAL	8466	9064	3631	21161

Board Meeting Technology Presentation

November 11, 1997 - 7pm

In the past year:

- Purchased 15 new Compaq machines (Pentium 133 or 166, 2 CD-rom drives, 16M or 32M RAM)
- Upgraded all other machines to Win95 (except 386s at each library and 2 486s at Wht)
- Installed Office 97 on most staff machines
- Installed Category 5 ^{twisted} at all 3 branches
- Installed 56K frame-relay data lines between Renss, DeM and Wht
- Purchased 3 HP Laserjet 5 printers
- Installed 4 Network servers
 - 3 Novell (1 Wht, 1 Renss, 1 DeM), 1 Web (Renss)
- Set up file sharing (all 3 branches share)
- Set up printer sharing (all networked computers can print to the LJ5 in the specific library)
- Set up Internet workstations (2 Renss, 2 DeM, 1 Wht)
- Installed Fortres security software on all public workstations
- Galaxy System -
 - Purchased Alpha server to replace Vax (faster processor, more memory)
 - Updated Galaxy software
 - Installed Graphical Galaxy module (allows access from every pc that has a network connection)
 - Not using GUI interface (returned copies to Gaylord)
 - Installed a terminal server at each library
 - Allows use of existing 56K lines (disconnected other data lines that used to run Galaxy)
 - Allowed us to remove 4 modems and 4 multiplexers (hope to resell these)

Currently Working On:

- Upgrade 2 machines at Wht to Win95 (last 2 486 machines)
- Complete installation and update of CDRoms at Renss, Wht, and DeM

Current Problems:

- Portable Galaxy solution
- Tape backup at Renss and Wht
- Remaining glitches with the new Alpha server
 - Printing from Galaxy at pcs to receipt printer
 - Workstations and terminals auto. logout
- Technical Services - computers lockup occasionally

In the Next Year:

Install Virus protection on all pcs

Install 5 new Internet machines

Upgrade to T-1 connection

Email (using netnitco now) - everyone will have own e-mail account

Inspire (by April 98) - Allows commercial database access via Web

Looking into new automated systems software

Office 97 training at Incolsa

Statistics for software applications (Historian)

Asset Tracker

JCPL FINANCIAL STATEMENT

Nov 1997

	<u>Beginning 1997 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$428,405.17	\$175,761.83	\$741,659.64	\$88,622.37	\$1,019,473.50	\$150,591.31
Investments \$0.00						
Public Library Access Card Fund	\$40.00	\$42.00	\$189.00	\$0.00	\$187.00	\$42.00
Gift Fund	\$2,694.83	\$110.00	\$4,066.77	\$214.83	\$2,572.38	\$4,189.22
DeMotte	\$905.58	\$100.00	\$455.00	\$50.00	\$1,016.80	\$343.78
Rensselaer	\$1,019.55	\$0.00	\$3,449.40	\$148.06	\$1,465.09	\$3,003.86
Wheatfield	\$769.70	\$10.00	\$162.37	\$16.77	\$90.49	\$841.58
Bond & Interest Redemption Fund	\$96,902.46	\$0.00	\$217,496.09	\$0.00	\$101,632.50	\$212,766.05
Investments \$212,000.00						
Host/Hospitality Fund	\$0.00	(\$10.00)	\$1,280.88	\$0.00	\$1,280.88	\$0.00
Library Improvement Reserve Fund	\$69,841.66	\$172.70	\$2,585.45	\$10,115.39	\$42,812.64	\$29,614.47
Investments \$0.00						
Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Genealogy Grant Fund	\$0.00	\$0.00	\$1,000.00	\$992.80	\$992.80	\$7.20
Oral History Grant Fund	\$1,471.65	\$0.00	\$0.00	\$0.00	\$1,389.10	\$82.55
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$376.80	\$0.00	\$290.50	\$0.00	\$576.82	\$90.48
Indiana Technology Grant Fund	\$0.00	\$0.00	\$34,203.55	\$0.00	\$34,203.55	\$0.00
State Technology Grant 1997	\$0.00	\$0.00	\$6,152.00	\$0.00	\$6,152.00	\$0.00
Construction Fund	\$9,263.77	\$13.07	\$445.15	\$0.00	\$7,938.96	\$1,769.96
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
State Tax Collected	\$0.00	\$0.00	\$0.00	(\$36.89)	(\$1,547.70)	\$1,547.70
County Tax Collected	\$0.00	\$0.00	\$0.00	\$1.78	(\$454.50)	\$454.50
Employee Health Insur.	\$328.78	\$0.00	\$23.81	(\$165.74)	(\$1.37)	\$353.96
Employee P.E.R.F.	\$2,991.93	\$0.00	\$0.00	(\$1,161.82)	\$716.84	\$2,275.09
TOTAL ALL FUNDS.....	\$612,517.05	\$176,089.60	\$1,009,392.84	\$98,582.72	\$1,217,925.40	\$403,984.49

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
30 Nov 97

1.	BANK ONE CHECKING	8951.34
2.	BANK ONE-CONSTRUCTION FUND SAV	1769.96
3.	BANK ONE-LIRF	29614.47
4.	PEOPLES STATE BANK	149064.66
5.	DEMOTTE STATE BANK	2584.06
6.		.00
7.		.00
8.		.00
9.		.00
10.		.00
11.	PINNACLE BANK CDs (2)	.00
12.	INDIANA FEDERAL CD#9100174254	.00
13.	PEOPLES STATE BANK CDs	.00
14.	PEOPLES CD#3000480	212000.00
15.		.00
TOTAL ALL BANK ACCOUNTS		403984.49

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

30 Nov 97

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	41912.00	3458.00	37972.13	3939.87	90.6
1.12	SALARY OF ASSISTANTS	492774.78	41014.25	424127.30	68647.48	86.1
1.13	WAGES OF JANITORS	36366.75	2332.20	25840.69	10526.06	71.1
1.21	EMPLOYER'S SHARE-FICA	43689.74	3580.55	37327.50	6362.24	85.4
1.22	UNEMPLOYMENT COMPENSATION	3104.00	.00	3255.60	-151.60	104.9
1.23	EMPLOYER'S CONTRIB.- PERF	24150.00	.00	23856.42	293.58	98.8
1.24	EMPLOYER'S CONTRIB.- INS.	16200.00	77.15	5130.58	11069.42	31.7
1.31	OTHER PERSONAL SERVICES	1000.00	.00	563.86	436.14	56.4
2.11	OFFICIAL RECORDS	1000.00	.00	775.73	224.27	77.6
2.12	STATIONERY AND PRINTING	700.00	.00	564.00	136.00	80.6
2.13	OTHER OFFICE SUPPLIES	5200.00	304.98	3877.55	1322.45	74.6
2.21	CLEANING & SANITATION SUPPLIES	4000.00	84.82	3226.11	773.89	80.7
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	6.65	13.35	33.3
2.23	OTHER OPERATING SUPPLIES	4200.00	46.47	1263.66	2936.34	30.1
2.31	BUILDING MATERIALS & SUPPLIES	700.00	43.75	668.76	31.24	95.5
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	1.54	198.46	.8
2.33	REPAIR PARTS	500.00	134.36	310.23	189.77	62.0
2.41	LIBRARY SUPPLIES	4500.00	66.05	3512.49	987.51	78.1
2.42	AUTOMATION SUPPLIES	4300.00	33.84	2304.15	1995.85	53.6
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	157.50	810.00	440.00	64.8
3.14	OTHER PROFESSIONAL SERVICES	9410.00	.00	6934.57	2475.43	73.7
3.21	TELEPHONE	12000.00	956.97	10990.05	1009.95	91.6
3.22	POSTAGE	6664.19	32.64	4822.92	1841.27	72.4
3.23	TRAVELING EXPENSE	4500.00	746.10	3775.45	724.55	83.9
3.24	PROFESSIONAL MEETINGS	6297.90	191.82	6489.42	-191.52	103.0
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17121.00	69.36	8478.39	8642.61	49.5
3.31	ADVERTISING & PUBLIC NOTICES	900.00	.00	1148.64	-248.64	127.6
3.32	OTHER PRINTING	150.00	4.00	4.00	146.00	2.7
3.41	OFFICIAL BONDS	250.00	.00	100.00	150.00	40.0
3.42	OTHER INSURANCE	18000.00	.00	12687.00	5313.00	70.5
3.51	GAS	27000.00	1911.49	25722.92	1277.08	95.3
3.52	ELECTRICITY	51000.00	3616.45	42586.62	8413.38	83.5
3.53	WATER	1000.00	79.85	710.05	289.95	71.0
3.54	WASTE DISPOSAL SERVICES	2500.00	168.77	2074.02	425.98	83.0
3.61	BUILDING & STRUCTURES	34026.50	2032.00	27641.31	6385.19	81.2
3.62	EQUIPMENT	4000.00	46.00	2927.80	1072.20	73.2
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	189.45	35.55	84.2
3.91	DUES	2100.00	35.00	1025.00	1075.00	48.8
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	.00	.00	.00	.00	.0
3.95	SERVICE CONTRACTS	9400.00	938.50	8460.90	939.10	90.0
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	500.00	.00	500.00	.00	100.0
3.98	MAINTENANCE CONTRACTS	30000.00	1388.88	9664.52	20335.48	32.2
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	97000.00	9564.80	83919.83	13080.17	86.5
4.51	BOOKS	137000.00	11702.06	131548.19	5451.81	96.0
4.52	PERIODICALS & NEWSPAPERS	36748.50	1715.88	28300.40	8448.10	77.0
4.53	NONPRINTED MATERIALS	33300.00	2077.93	23377.10	9922.90	70.2
	-TOTAL-	1227030.36	88622.37	1019473.50	207556.86	83.1

CHANGES TO APPROPRIATION REPORT
DATE 30 Nov 97

Fund/Account No	Date	Amount	Explanation
100-1.12	02 Jan 97	24357.78	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.13	02 Jan 97	2775.75	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.21	02 Jan 97	2078.74	ENCUMBERED FUNDS/BD.ACTION 12-96
100-3.14	18 Nov 97	10.00	PROGRAM FEE REIMBURSEMENT
100-3.22	10 Oct 97	14.19	REIMBURSED-POSTAGE-REX LEARNING
100-3.24	04 Jun 97	97.90	REIMBURSED/V.MARAVILLA ILF EXPEN
100-3.26	10 Sep 97	-500.00	PER BOARD AUTHORIZATION 9/8/97
100-3.61	08 Apr 97	26.50	REIMBURSE FOR TRASH GATE REPAIR
100-3.94	21 May 97	-55000.00	PER BD.RESOLUTION-5/12/97
100-3.97	10 Sep 97	500.00	PER BOARD AUTHORIZATION 9/8/97
100-4.4	21 May 97	55000.00	PER BD.RESOLUTION-5/12/97
100-4.52	13 Feb 97	-3300.00	PER BOARD APPROVAL-2/11/97 MTG.
100-4.52	07 Nov 97	24.25	REIMBURSED/IN.LABOR LAW SUBSC.
100-4.52	18 Nov 97	24.25	LABOR LAW LETTER SUBSCR.REIMBURS
100-4.53	13 Feb 97	3300.00	PER BOARD APPROVAL-2/11/97 MTG.
120.03-3.81	21 Jul 97	.00	
120.03-3.82	21 Jul 97	203265.00	annual appropriation not entered
155-3.21	30 Apr 97	-1.00	OVERAPPROPRIATED FUND
177-4.4	30 Jun 97	1000.00	ENTRY ERROR-SHOULD'VE BEEN \$6152
180-3.14	15 Jan 97	131.92	INTEREST EARNED 4th QUARTER 1996
180-3.14	30 Apr 97	130.89	INTEREST EARNED 1st QTR.1997
180-3.14	30 May 97	44.23	INTEREST EARNED MAY 1997

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 Nov 97

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
IND EFT	01711	INDIANA DEPARTMENT OF REVENUE	1967.09	10 NOV 97	STATE & COUNTY TAX WITHHELD- REF #03328, VERIFICATION COD 11/10/97 @ 2:30 cdt
FED.EFT	01761	INTERNAL REVENUE SERVICE CEN	5796.13	25 NOV 97	FICA & FED TAX WITHHELD 15 N REF #15883219, TRANSFER 26 N
FED EFT	01712	INTERNAL REVENUE SERVICE CEN	5908.88	10 NOV 97	FICA & FED TAX WITHHELD 10 N REF #14774564, TRANSFER 12 N
006408	01714	LINDA THOMPSON	-19.77	17 NOV 97	VOID LOST CHECK-ISSUED STOP REF #1286846 per PHONE 10/6/ CORRECT A/P #01549-WRONG BAN
006408	01713	LINDA THOMPSON	19.77	17 NOV 97	
006836	01678	MARLENE BEEDLE	438.55	10 NOV 97	PAYROLL
006837	01672	GLENDA BROWN	675.61	10 NOV 97	PAYROLL
006838	01675	RENEE CARR	489.51	10 NOV 97	PAYROLL
006839	01689	VALERIE A. COLVIN	96.74	10 NOV 97	PAYROLL
006840	01705	JUSTIN F. COPLEY	265.59	10 NOV 97	PAYROLL
006841	01674	LYNN DAUGHERTY	929.78	10 NOV 97	PAYROLL
006842	01667	CHARLOTTE FAGEN	723.38	10 NOV 97	PAYROLL
006843	01688	STEPHANIE D. FILSON	529.55	10 NOV 97	PAYROLL
006844	01686	HEEKE, MICHELLE M.	889.44	10 NOV 97	PAYROLL
006845	01692	SANDRA L. HESTERMAN	406.13	10 NOV 97	PAYROLL
006846	01677	ROSE E. HOWARD	538.53	10 NOV 97	PAYROLL
006847	01679	GAIL M. JUNG	705.71	10 NOV 97	PAYROLL
006848	01700	AMBER J. KALUF	121.70	10 NOV 97	PAYROLL
006849	01696	ERIN C. KINGMAN	112.65	10 NOV 97	PAYROLL
006850	01673	DIANA KOBY	438.75	10 NOV 97	PAYROLL
006851	01670	JOAN KOPANDA	537.56	10 NOV 97	PAYROLL
006852	01671	KROS, DIANE	678.03	10 NOV 97	PAYROLL
006853	01681	SHARON K. LEWIS	116.20	10 NOV 97	PAYROLL
006854	01699	SHEILA MAXWELL	787.50	10 NOV 97	PAYROLL
006855	01694	KRISTINE L. MAYS	385.04	10 NOV 97	PAYROLL
006856	01706	SARAH A. McKEE	99.40	10 NOV 97	PAYROLL
006857	01687	DIANE M. OPOLSKI	350.43	10 NOV 97	PAYROLL
006858	01690	JACKIE REAGAN	692.59	10 NOV 97	PAYROLL
006859	01685	LISA RUSHER	548.40	10 NOV 97	PAYROLL
006860	01701	CATHERINE A. SALYERS	266.04	10 NOV 97	PAYROLL
006861	01668	SHARON SCHULENBERG	584.33	10 NOV 97	PAYROLL
006862	01702	BECKY J. SHIDE	91.02	10 NOV 97	PAYROLL
006863	01683	JACK STANDISH	292.43	10 NOV 97	PAYROLL
006864	01697	PATRICIA STRINGFELLOW	521.32	10 NOV 97	PAYROLL
006865	01669	JILL TACHIRIS	675.79	10 NOV 97	PAYROLL
006866	01704	BRENDA Z. THOMAS	127.79	10 NOV 97	PAYROLL
006867	01698	LINDA THOMPSON	187.12	10 NOV 97	PAYROLL
006868	01703	VAN KLEY, APRIL L.	90.59	10 NOV 97	PAYROLL
006869	01693	VIRGINIA VIS	67.72	10 NOV 97	PAYROLL
006870	01695	VIRGINIA L. VIS	108.78	10 NOV 97	PAYROLL
006871	01691	SUSAN M. WAKELAND	58.05	10 NOV 97	PAYROLL
006872	01680	WEBSTER, RACHAEL D.	481.60	10 NOV 97	PAYROLL
006873	01676	WHITED, AMBER	539.34	10 NOV 97	PAYROLL

REGISTER OF CLAIMS
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 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 Nov 97

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
006874	01684	MARGARET M. WOODS	631.29	10 NOV 97	PAYROLL
006875	01682	LEANNE YORK	901.14	10 NOV 97	PAYROLL
006876	01726	MARLENE BEEDLE	458.75	25 NOV 97	PAYROLL
006877	01720	GLENDA BROWN	569.74	25 NOV 97	PAYROLL
006878	01723	RENEE CARR	483.17	25 NOV 97	PAYROLL
006879	01752	JUSTIN F. COPLE	282.38	25 NOV 97	PAYROLL
006880	01722	LYNN DAUGHERTY	929.78	25 NOV 97	PAYROLL
006881	01715	CHARLOTTE FAGEN	723.38	25 NOV 97	PAYROLL
006882	01736	STEPHANIE D. FILSON	444.04	25 NOV 97	PAYROLL
006883	01734	HEEKE, MICHELLE M.	889.44	25 NOV 97	PAYROLL
006884	01739	SANDRA L. HESTERMAN	305.50	25 NOV 97	PAYROLL
006885	01725	ROSE E. HOWARD	457.82	25 NOV 97	PAYROLL
006886	01754	MINA HUFF	52.32	25 NOV 97	PAYROLL
006887	01727	GAIL M. JUNG	705.71	25 NOV 97	PAYROLL
006888	01747	AMBER J. KALUF	90.59	25 NOV 97	PAYROLL
006889	01743	ERIN C. KINGMAN	103.42	25 NOV 97	PAYROLL
006890	01721	DIANA KOOT	438.75	25 NOV 97	PAYROLL
006891	01718	JOAN KOPANDA	428.04	25 NOV 97	PAYROLL
006892	01719	KROS, DIANE	587.91	25 NOV 97	PAYROLL
006893	01729	SHARON K. LEWIS	96.83	25 NOV 97	PAYROLL
006894	01746	SHEILA MAXWELL	787.50	25 NOV 97	PAYROLL
006895	01741	KRISTINE L. MAYS	356.69	25 NOV 97	PAYROLL
006896	01753	SARAH A. McKEE	896.44	25 NOV 97	PAYROLL
006897	01735	DIANE M. OPOLSKI	350.43	25 NOV 97	PAYROLL
006898	01737	JACKIE REAGAN	692.59	25 NOV 97	PAYROLL
006899	01733	LISA RUSHER	505.64	25 NOV 97	PAYROLL
006900	01748	CATHERINE A. SALYERS	193.49	25 NOV 97	PAYROLL
006901	01716	SHARON SCHULENBERG	584.33	25 NOV 97	PAYROLL
006902	01749	BECKY J. SHIDE	116.31	25 NOV 97	PAYROLL
006903	01731	JACK STANDISH	277.11	25 NOV 97	PAYROLL
006904	01744	PATRICIA STRINGFELLOW	446.50	25 NOV 97	PAYROLL
006905	01717	JILL TACHTIRIS	563.73	25 NOV 97	PAYROLL
006906	01751	BRENDA Z. THOMAS	95.12	25 NOV 97	PAYROLL
006907	01745	LINDA THOMPSON	219.99	25 NOV 97	PAYROLL
006908	01750	VAN KLEY, APRIL L.	90.59	25 NOV 97	PAYROLL
006909	01740	VIRGINIA VIS	135.44	25 NOV 97	PAYROLL
006910	01742	VIRGINIA L. VIS	188.99	25 NOV 97	PAYROLL
006911	01738	SUSAN M. WAKELAND	91.90	25 NOV 97	PAYROLL
006912	01728	WEBSTER, RACHAEL D.	509.28	25 NOV 97	PAYROLL
006913	01724	WHITED, AMBER	450.38	25 NOV 97	PAYROLL
006914	01732	MARGARET M. WOODS	532.79	25 NOV 97	PAYROLL
006915	01730	LEANNE YORK	901.14	25 NOV 97	PAYROLL
016324	01601	ACE HARDWARE	53.23	11 NOV 97	HUMIDIFIER,LIGHT BULBS,SPRAY
016325	01602	AMBER WHITED	53.53	11 NOV 97	EXPENSES/PROF. MTG & MILEAGE
016326	01603	AUSTIN BOOK SALES	112.33	11 NOV 97	CAREER BOOKS
016327	01604	AVC CORPORATION	99.00	11 NOV 97	SERV.AGREEMENT-NOV-FINANCIAL
016328	01605	BAKER & TAYLOR	5949.02	11 NOV 97	BOOKS, GIFT BOOKS
016329	01606	BARNES & NOBLE	762.20	11 NOV 97	BOOKS, BOOKS w/CASSETTES

REGISTER OF CLAIMS
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016330	01607	BEN FRANKLIN	15.12	11 NOV 97	AFTER SCHOOL PROGRAM SUPPLIE
016331	01608	BEST BUY CO., INC.	300.95	11 NOV 97	FAX MACHINE(3 YR)-RENS
016332	01609	BETTY A. HUFF (PAS-TIME BOO	469.24	11 NOV 97	BOOKS & VIDEOS
016333	01610	CAERE	108.95	11 NOV 97	OMNI PRO WINDOW UPGRADE/SCAN
016334	01611	CAMELOT MUSIC, INC.	577.62	11 NOV 97	AUDIO CD'S
016335	01612	CHARLOTTE FAGEN	32.87	11 NOV 97	PUZZLES,MILEAGE,EXPENSES/PRO
016336	01613	DAVIDSON TITLES INC.	448.21	11 NOV 97	BOOKS
016337	01614	DEMOTTE HISTORICAL SOCIETY	25.00	11 NOV 97	BUSINESS MEMBERSHIP-MARLENE
016338	01615	DIANA KOBY	35.82	11 NOV 97	MILEAGE,BATTERIES & LIBRARY
016339	01616	DIANE KROS	24.00	11 NOV 97	MILEAGE
016340	01617	DIVERSITY UNIFORMS	34.75	11 NOV 97	5 NAME BADGES
016341	01618	DUMAS & MORIARTY	157.50	11 NOV 97	LEGAL CONSULTATION
016342	01619	ED LAGESTEE, JR.	400.00	11 NOV 97	PAINT DOOR/GAS PIPE,STAIN SI
016343	01620	ENCYCLOPAEDIA BRITANNICA ED.	1044.00	11 NOV 97	BOOKS
016344	01621	FACTS ON FILE NEWS SERVICES	625.00	11 NOV 97	SUBSCRIPTION TO DEC '98-REN
016345	01622	FASE'S WATER TREATMENT & FLO	43.75	11 NOV 97	REDOUT
016346	01623	GA FOODS GROUP	10.26	11 NOV 97	AFTERSCHOOL PROGRAM-RENS
016347	01624	GAIL JUNG	59.02	11 NOV 97	RENSSELAER PETTY CASH POSTAGE,OFFICE SUP.,CHILDREN
016348	01625	GAIL JUNG	26.40	11 NOV 97	MILEAGE
016349	01626	GALE RESEARCH INC.	562.99	11 NOV 97	BOOKS
016350	01627	GAYLORD BROS.	6354.40	11 NOV 97	GRAPH.GALAXY,BK COVERS,MAINT
016351	01628	GLENDA BROWN	60.60	11 NOV 97	MILEAGE
016352	01629	H. W. WILSON COMPANY	293.00	11 NOV 97	RDRS GUIDE & VERT FILE SUBC.
016353	01630	HECKMAN BINDERY, INC.	666.95	11 NOV 97	BINDING OF BOOKS
016354	01631	HERITAGE OFFICE PRODUCTS, IN	1363.23	11 NOV 97	SERV.CONT.10/97-10/98,CALAND
016355	01632	HIGHSMITH CO. INC.	120.70	11 NOV 97	SELF-ADHESIVE VINYL
016356	01633	INCOLSA	24.00	11 NOV 97	INTRNET RNDTABLE-12/4,12/5/9
016357	01634	INGRAM	117.47	11 NOV 97	BOOKS
016358	01635	JACK STANDISH	87.04	11 NOV 97	PAPER CABINET-MATERIALS & LA
016359	01636	JACKIE REAGAN	32.10	11 NOV 97	MILEAGE
016360	01637	JOYCE I. LANE	50.00	11 NOV 97	FUNERAL RECORDS OF RENSSELAE
016361	01638	KANKAKEE VALLEY READING COUN	10.00	11 NOV 97	RENEWAL MEMBERSHIP-2 EMPLOYE
016362	01639	LEANNE YORK	15.90	11 NOV 97	MILEAGE
016363	01640	LEGAL DIRECTORIES PUBLISHING	56.00	11 NOV 97	BOOKS
016364	01641	LISA RUSHER	12.00	11 NOV 97	MILEAGE
016365	01642	LYNN DAUGHERTY	331.20	11 NOV 97	REGSTR.DIST MTG,EXPENSES/PRO
016366	01643	M. LEE SMITH PUBLISHERS LLC	97.00	11 NOV 97	IND. EMPLOYMNT LAW LETTER SUB
016367	01644	MARSHALL CAVENDISH CORPORATI	529.95	11 NOV 97	BOOKS
016368	01645	MICHELLE HEEKE	15.00	11 NOV 97	IND. ONLINE USERS GROUP PROG
016369	01646	NORTHWESTERN INDIANA TELEPHO	158.50	11 NOV 97	TELEPHONE SERVICE NOV/97-DEM
016370	01647	PATTY STRINGFELLOW	24.00	11 NOV 97	MILEAGE-ILF
016371	01648	PRECISION CONTROL SYSTEMS, I	134.36	11 NOV 97	TIMER FOR AIR HANDLER UNIT-R
016372	01649	QUILL	185.55	11 NOV 97	PENS,INDEX CRDS,RIBBON,CORRC
016373	01650	SECURITY COURIERS CORP.	938.50	11 NOV 97	TRANSPORT SERVICE 10/3 TO 10
016374	01651	SHEILA MAXWELL	171.38	11 NOV 97	MILEAGE,EXPENSES/PROF MTGS.&
016375	01652	SIMON & SCHUSTER SCHOOL GROU	527.90	11 NOV 97	BOOKS
016376	01653	SPRINT-INDIANA	9875.21	11 NOV 97	ROUTERS FOR TECHNOLOGY PROJE

REGISTER OF CLAIMS
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016377	01654	SPRINT	150.95	11 NOV 97	LONG DISTANCE OCT/97-RENS,DE
016378	01655	STEPHANIE FILSON	113.98	11 NOV 97	MILEAGE, EXPENSES/PROF MTG
016379	01656	SUNCOAST #3009	468.39	11 NOV 97	VIDEOS
016380	01657	TEETERS CULLIGAN	39.65	11 NOV 97	WATER COOLER RENTAL-WHEAT
016381	01658	THINK TANK INFORMATION SYSTE	3372.50	11 NOV 97	TECHNICAL SUPPORT
016382	01659	THOMAS T. BEELER, PUBLISHER	186.35	11 NOV 97	BOOKS
016383	01660	TYSEN'S COUNTRY GROCERY, INC	48.10	11 NOV 97	GLSS CLEANER,COLOROX,BOWL CLE
016384	01661	UNIVERSITY MICROFILMS INTERN	1693.68	11 NOV 97	REN.DEMOCRAT 1898-1930,KVPOS
016385	01662	WAL-MART STORES, INC.	85.97	11 NOV 97	BOWL CLNR,MOUSE,SURGE PROTC,
016386	01663	WALMART #1618	591.40	11 NOV 97	VIDEOS & CASSETTE'S
016387	01664	WALSTRA FINE CUT	132.00	11 NOV 97	LAWN MAINT-9/4 TO 9/25/97;DE
016388	01665	WHEELER PUBLISHING, INC.	336.75	11 NOV 97	BOOKS
016389	01666	WILLIAM A. DOWELL	24.00	11 NOV 97	3 X 5 INDIANA FLAG
016390	01707	INDIANA DEFERRED COMPENSATIO	567.08	10 NOV 97	WITHHELD FROM 10 NOV 97 PAYR
					DAUGHERTY,KOBY,KOPANDA,SCHUL
016391	01708	S & J CHEM-DRY	1500.00	10 NOV 97	CARPET CLEANING-DEMOTTE
016392	01709	TOWN OF DEMOTTE	43.12	10 NOV 97	SEWER SERVICE-SEP 1997-DEMOT
016393	01710	TOWN OF WHEATFIELD SEWER WOR	41.05	10 NOV 97	SEWER SERVICE-NOV.1997-WHEAT
016394	01755	INDIANA DEFERRED COMPENSATIO	567.08	25 NOV 97	WITHHELD FROM PAYROLL 25 NOV
					DAUGHERTY,KOBY,KOPANDA,SCHUL
016395	01756	ACORDIA PERSONAL BENEFITS, I	78.15	25 NOV 97	MONTHLY PREMIUM-WEBSTER
016396	01757	CITY OF RENSSELAER	2399.61	25 NOV 97	UTILITIES 10/8 TO 11/7/97;RE
016397	01758	NETNITCO	67.50	25 NOV 97	INTERNET ACCESS NOV 97
016398	01759	NIPSCO	3263.08	25 NOV 97	UTILITIES OCT 97;WHEAT & DEM
016399	01760	SPRINT	642.46	25 NOV 97	TELEPHONE SERVICE NOV 97;REN
--TOTAL AMOUNT OF CLAIMS--			98582.72		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 98582.72. Dated 16 Dec 97.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
Nov. 30, 1997

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FEES & FEES.....			\$1,676.05	\$22,221.42
DeMotte	\$728.63	\$8,235.14		
Rensselaer	\$676.36	\$9,922.08		
Wheatfield	\$271.06	\$4,064.20		
PHOTOCOPIES.....			\$529.85	\$6,251.27
DeMotte	\$216.75	\$2,362.33		
Rensselaer	\$232.20	\$3,025.06		
Wheatfield	\$80.90	\$863.88		
CARDS.....			\$51.00	\$798.00
DeMotte	\$22.00	\$300.00		
Rensselaer	\$26.00	\$385.00		
Wheatfield	\$3.00	\$113.00		
COMPUTER DISKS.....			\$0.00	\$5.60
INTEREST.....			\$347.93	\$15,890.50
TAXES.....			\$173,098.50	\$695,337.48
Property Tax	\$0.00	\$316,489.58		
Financial Institution Tax	\$0.00	\$738.38		
License Excise Tax	\$0.00	\$29,168.77		
Local Option/Certified Shares	\$154,414.00	\$308,828.00		
Local Option/Property Tax Repl.	\$18,684.50	\$37,369.00		
State Distribution	\$0.00	\$2,743.75		
REFUNDS.....			\$58.50	\$1,155.37
Outstanding check (Town/Demotte)	\$0.00	\$18.72		
Sale/Card Catalog/Auction	\$0.00	\$867.26		
Fix Trash Gate Post (Custom Lawn)	\$0.00	\$26.50		
Sidewalk caulking (Peggy Woods)	\$0.00	\$69.30		
Postage	\$0.00	\$17.19		
Program fee	\$10.00	\$10.00		
Labor Law Letter Subsc.reimburse	\$48.50	\$48.50		
LaPorte P.L.(travel exp.reimburse.)	\$0.00	\$97.90		
TOTAL OPERATING FUND RECEIPTS.....			\$175,761.83	\$741,659.64
PLAC FUND.....			\$42.00	\$189.00
GIFT FUNDS.....			\$110.00	\$4,066.77
DeMotte	\$100.00	\$455.00		
Rensselaer	\$0.00	\$3,449.40		
Wheatfield	\$10.00	\$162.37		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$217,496.09
Property Tax	\$0.00	\$198,717.95		
Financial Institution Tax	\$0.00	\$463.62		
License Excise Tax	\$0.00	\$18,314.52		
HOST/HOSPITALITY FUND.....			(\$10.00)	\$1,280.88
LIBRARY IMPROVEMENT FUND.....			\$172.70	\$2,585.45
GENEALOGY GRANT FUND.....			\$0.00	\$1,000.00
ORAL HISTORY GRANT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$290.50
ANA TECHNOLOGY GRANT FUND.....			\$0.00	\$34,203.55
STATE TECHNOLOGY GRANT 1997.....			\$0.00	\$6,152.00
CONSTRUCTION FUND.....			\$13.07	\$445.15
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$23.81
TOTAL RECEIPTS - ALL FUNDS.....			\$176,089.60	\$1,009,392.84

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
FED EFT	01808	INTERNAL REVENUE SERVICE CEN	5568.48	10 DEC 97	FICA & FED TAX WITHHELD 10 D REF.#16920235, TRANSFER 11 D
IND EFT	01809	INDIANA DEPARTMENT OF REVENUE	2002.20	10 DEC 97	STATE & COUNTY TAX WITHHELD- REF #00758, VERIF.#12, 9:18 10 DEC 97
006916	01773	MARLENE BEEDLE	409.68	10 DEC 97	PAYROLL
006917	01767	GLENDIA BROWN	569.74	10 DEC 97	PAYROLL
006918	01770	RENEE CARR	432.29	10 DEC 97	PAYROLL
006919	01799	JUSTIN F. COPLEY	97.92	10 DEC 97	PAYROLL
006920	01769	LYNN DAUGHERTY	929.78	10 DEC 97	PAYROLL
006922	01762	CHARLOTTE FAGEN	723.38	10 DEC 97	PAYROLL
006923	01783	STEPHANIE D. FILSON	444.04	10 DEC 97	PAYROLL
006924	01781	HEEKE, MICHELLE M.	889.44	10 DEC 97	PAYROLL
006925	01786	SANDRA L. HESTERMAN	305.50	10 DEC 97	PAYROLL
006926	01772	ROSE E. HOWARD	457.82	10 DEC 97	PAYROLL
006927	01801	MINA HUFF	89.72	10 DEC 97	PAYROLL
006928	01774	GAIL M. JUNG	705.71	10 DEC 97	PAYROLL
006929	01794	AMBER J. KALUF	90.59	10 DEC 97	PAYROLL
006930	01790	ERIN C. KINGMAN	91.88	10 DEC 97	PAYROLL
006931	01768	DIANA KOBY	438.75	10 DEC 97	PAYROLL
006932	01765	JOAN KOPANDA	428.04	10 DEC 97	PAYROLL
006933	01766	KROS, DIANE	577.52	10 DEC 97	PAYROLL
006934	01776	SHARON K. LEWIS	96.83	10 DEC 97	PAYROLL
006935	01793	SHEILA MAXWELL	787.50	10 DEC 97	PAYROLL
006936	01788	KRISTINE L. MAYS	314.19	10 DEC 97	PAYROLL
006937	01800	SARAH A. McKEE	896.44	10 DEC 97	PAYROLL
006938	01782	DIANE M. OPOLSKI	350.43	10 DEC 97	PAYROLL
006939	01784	JACKIE REAGAN	692.59	10 DEC 97	PAYROLL
006940	01780	LISA RUSHER	462.89	10 DEC 97	PAYROLL
006941	01795	CATHERINE A. SALYERS	102.80	10 DEC 97	PAYROLL
006942	01763	SHARON SCHULENBERG	527.93	10 DEC 97	PAYROLL
006943	01796	BECKY J. SHIDE	75.86	10 DEC 97	PAYROLL
006944	01778	JACK STANDISH	261.80	10 DEC 97	PAYROLL
006945	01791	PATRICIA STRINGFELLOW	446.50	10 DEC 97	PAYROLL
006946	01764	JILL TACHIRIS	563.73	10 DEC 97	PAYROLL
006947	01798	BRENDA Z. THOMAS	85.61	10 DEC 97	PAYROLL
006948	01792	LINDA THOMPSON	166.89	10 DEC 97	PAYROLL
006949	01797	VAN KLEY, APRIL L.	106.67	10 DEC 97	PAYROLL
006950	01787	VIRGINIA VIS	67.72	10 DEC 97	PAYROLL
006951	01789	VIRGINIA L. VIS	162.26	10 DEC 97	PAYROLL
006952	01785	SUSAN M. WAKELAND	102.77	10 DEC 97	PAYROLL
006953	01775	WEBSTER, RACHAEL D.	455.69	10 DEC 97	PAYROLL
006954	01771	WHITED, AMBER	450.38	10 DEC 97	PAYROLL
006955	01779	MARGARET M. WOODS	532.79	10 DEC 97	PAYROLL
006956	01777	LEANNE YORK	901.14	10 DEC 97	PAYROLL
016400	01802	INDIANA DEFERRED COMPENSATIO	567.08	10 DEC 97	WITHHELD FROM PAYROLL 10 DEC DAUGHERTY,KOBY,KOPANDA,SCHUL
016401	01803	NETNITCO	67.50	10 DEC 97	INTERNET SERVICE DEC 97

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016402	01804	NORTHWESTERN INDIANA TELEPHO	141.93	10 DEC 97	TELEPHONE SERVICE DEC 97-DEM
016403	01805	SPRINT	173.81	10 DEC 97	LONG DISTANCE NOV 97-REN,DEM
016404	01806	TOWN OF DEMOTTE	43.12	10 DEC 97	SEWER SERVICE OCT 97-DEM
016405	01807	TOWN OF WHEATFIELD SEWER WOR	41.05	10 DEC 97	SEWER SERVICE DEC 97-WHEAT
016406	01810	A.E. BOYCE CO., INC.	92.08	16 DEC 97	RECEIPTS,AP VOUCHERS
016407	01811	ABC SCHOOL SUPPLY INC.	69.50	16 DEC 97	SCISSORS AND RACK
016408	01812	AMBER WHITED	36.72	16 DEC 97	MILEAGE & EXPENSES
016409	01813	AMER. LIBRARY ASSOCIATION	180.00	16 DEC 97	6 BOARD SUBSCRIPT/PUBLIC LIB
016410	01814	AVC CORPORATION	99.00	16 DEC 97	SERVICE AGREEMENT/DEC 97
016411	01815	BANK ONE	550.00	16 DEC 97	ANNUAL REGISTRAR'S FEE
016412	01816	BAKER & TAYLOR	7077.50	16 DEC 97	BOOKS
016413	01817	BEN FRANKLIN	12.19	16 DEC 97	SUPPLIES-CHILDRENS & TOWELS
016414	01818	BETTER CONTAINERS MFG. CO. I	87.34	16 DEC 97	LIBRARY PLASTIC BAGS
016415	01819	BETTY A. HUFF (PAS-TIME 800	858.60	16 DEC 97	BOOKS
016416	01820	BIERMA HARDWARE, INC.	9.70	16 DEC 97	2 HALOGEN BULBS/WHEATFIELD
016417	01821	BLACK MAGAZINE AGENCY	9.61	16 DEC 97	MC CALLS QUILTING;1 YR SUBCR
016418	01822	BROWN'S GARDEN SHOPPE	1077.00	16 DEC 97	MULCH & LAWN MAINT./JULY,AUG
016419	01823	CHARLOTTE FAGEN	26.40	16 DEC 97	MILEAGE
016420	01824	DAVIDSON TITLES INC.	38.85	16 DEC 97	BOOKS
016421	01825	DEMCO	297.27	16 DEC 97	VIDEO CASES;LADDER-WH;ARTHUR
016422	01826	DEMOTTE GLASS	289.00	16 DEC 97	2 REPLACEMENT WINDOWS-WHEAT
016423	01827	DEMOTTE OFFICE SUPPLY	8.00	16 DEC 97	RUBBER STAMP-D
016424	01828	DEYOUNG PLUMB, HTG, & AIR CO	58.39	16 DEC 97	AC SERVICE AND REPAIR DOOR S
016425	01829	DIANA KOOY	20.40	16 DEC 97	MILEAGE
016426	01830	DIANE KROS	16.20	16 DEC 97	MILEAGE
016427	01831	OTS,INC.	36.71	16 DEC 97	UPS POSTAGE
016428	01832	FASE'S WATER TREATMENT & FLO	196.75	16 DEC 97	REDOUT-DEM
016429	01833	GAIL JUNG	88.80	16 DEC 97	MILEAGE & EXPENSES
016430	01834	GALE RESEARCH INC.	739.47	16 DEC 97	BOOKS
016431	01835	GAYLORD BROS.	12197.00	16 DEC 97	1998 ANNUAL MTNCE-HARDWARE/S & MARC ANNUAL SUBSCRIPTION
016432	01836	GROLIER PUBLISHING COMPANY	324.36	16 DEC 97	BOOKS
016433	01837	HAMSTRA BUILDERS, INC.	34.50	16 DEC 97	PATCHED ROOF LEAKS-WHEATFIEL
016434	01838	HERITAGE OFFICE PRODUCTS, IN	44.99	16 DEC 97	CANON CARTRIDGE
016435	01839	HIGHSMITH CO. INC.	1172.60	16 DEC 97	REVOLVING OAK BOOK RACK,MAG.
016436	01840	HP PRODUCTS CORP.	732.22	16 DEC 97	MATS,SALT,T.PAPER,SOAP,P.TOW
016437	01841	INCOLSA	200.00	16 DEC 97	REFERENCE TRAINING-5 EMPLOYE
016438	01842	INDIANA DEPT.OF WORKFORCE DE	210.58	16 DEC 97	VOLUNTARY PYMT TO REDUCE 199
016439	01843	INDIANA LIBRARY FEDERATION	1170.31	16 DEC 97	TRUSTEE & INSTITUTIONAL DUES
016440	01844	INGRAM	131.92	16 DEC 97	BOOKS
016441	01845	INDIANA VISUAL & AUDIO NETWO	1500.00	16 DEC 97	CIRCULATING CD ROM SERVICE-1
016442	01846	INDIANAPOLIS NEWSPAPERS, INC	93.60	16 DEC 97	SUBCRIPTION 12/22/97 - 12/19
016443	01847	INFORMATION ACCESS COMPANY	1108.00	16 DEC 97	3 SITE HEALTH REF.SUBSC.-QTL
016444	01848	INFORMATION PLUS	442.35	16 DEC 97	BOOKS
016445	01849	JONES DIGITAL CENTURY	35.90	16 DEC 97	CD ROM;BEGINNER WINDOW-RENS.
016446	01850	LISA RUSHER	33.86	16 DEC 97	MILEAGE & EXPENSES
016447	01851	MICHELLE HEEKE	107.40	16 DEC 97	MILEAGE
016448	01852	OMNIGRAPHICS, INC.	88.00	16 DEC 97	BOOK

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016449	01853	PATTY STRINGFELLOW	90.67	16 DEC 97	MILEAGE & EXPENSES
016450	01854	PRECISION CONTROL SYSTEMS, I	2719.02	16 DEC 97	AIR HANDLER,A/C REPAIRS,QRTL
016451	01855	REED REFERENCE PUBLISHING	492.15	16 DEC 97	BOOKS
016452	01856	REGENT BOOK CO., INC.	108.80	16 DEC 97	BOOKS
016453	01857	ROBERT SOUZA	20.72	16 DEC 97	CARDS-STATIONERY
016454	01858	SECURITY COURIERS CORP.	713.26	16 DEC 97	TRANSPORT SERVICE 11/7/97-11
016455	01859	SHEILA MAXWELL	169.24	16 DEC 97	MILEAGE & EXPENSES
016456	01860	SIMON & SCHUSTER SCHOOL GROU	28.82	16 DEC 97	BOOKS
016457	01861	SIMPLEX TIME RECORDER CO.	2431.00	16 DEC 97	ANNUAL MTNC.AGREE. 1998-DEM,
016458	01862	SPRINT	482.38	16 DEC 97	LOCAL TELEPHONE SERVICE-DEC
016459	01863	UNITEL/TELECOMM INDUSTRIES	135.00	16 DEC 97	TECH SERVICE PHONE REPAIRS
016460	01864	TEETERS CULLIGAN	9.95	16 DEC 97	WATER COOLER RENTAL-DEC 97;W
016461	01865	THOMAS T. BEELER, PUBLISHER	117.66	16 DEC 97	LARGE PRINT BOOKS
016462	01866	THINK TANK INFORMATION SYSTE	4986.84	16 DEC 97	BIG BLOCK & TECNOLOGY PROJEC CONSTRUCTION FUND-COMP. EQUI
016463	01867	TYSEN'S COUNTRY GROCERY, INC	17.13	16 DEC 97	SUPPLIES/AFTER SCHOOL PROGRA
016464	01868	UNIVERSITY MICROFILMS INTERN	76.61	16 DEC 97	MICROFILM/RENS.REPUBLICAN 5/
016465	01869	VIKING OFFICE PRODUCTS	11.09	16 DEC 97	CANON CARTRIDGE
016466	01870	WALSTRA FINE CUT	124.00	16 DEC 97	LAWN MAINTENANCE;OCT 97-DEM
--TOTAL AMOUNT OF CLAIMS--			69235.79		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 69235.79. Dated 16 DEC 97.

_____	_____
_____	_____
_____	_____
_____	_____

ACCOPRESS®

25970	YELLOW
25971	BLACK
25972	LIGHT BLUE
25973	DARK BLUE
25974	LIGHT GRAY
25975	LIGHT GREEN
25976	DARK GREEN
25977	TANGERINE
25978	RED
25979	EXECUTIVE RED

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